

Coastal Pediatric Medical Group, Inc.
Office Policies and Patient Responsibilities

Patient's Name: _____ **Date of Birth:** _____

Contracted Insurance Plans (HMO, PPO, Managed Care): an insurance card, as proof of coverage, must be presented prior to treatment. If benefits cannot be verified, your payment will be expected at the time of service.

Copayments: Due at the time of service.

Deductibles: If your insurance plan has a deductible, you will be asked to pay at the time of service until deductible amount, set by your insurance carrier, has been met.

Insurance Claims: Coastal Pediatrics will submit to your insurance carrier a claim for all services rendered by our physicians and staff and will accept their contracted payment for those services. If your insurance does not honor that claim within 45 days, you will be advised of breach of contract.

Payment: Payment in full is expected at the time of service for "non-covered" benefits of your insurance plan.

Cash or Non-Contracted Insurance Plans: Payment in full is expected at the time of service unless specific arrangements are made with our business office prior to your appointment.

Appointments: Our office sees patients by appointment only. Please call our office to schedule an appointment whenever your child needs to be seen. If you are more than 15 minutes late for an appointment, it may have to be rescheduled.

No-Show Appointments: Always call our office to cancel or reschedule any appointment.
No-Show Appointments will be charged a \$40.00 fee. If your family account has three missed appointments documented, Coastal Pediatrics has the right to discontinue care of your children.

Returned Checks: A ***\$35.00 fee*** will be charged for any returned check.

Delinquent Accounts: All delinquent accounts will be reported to a collection agency after 60 days.

Medical Records: A fee will be charged for the copying and release of a patient's medical records. We charge ***\$20.00/chart to mail them***, or you ***can pick them up in either office for \$15/chart.***

Minor Patients (Under 18 Years of Age): Per California law, all minors must be accompanied by an adult or legal guardian. If the parent/legal guardian cannot be present, written authorization must be given prior to appointment.

Privacy Notice of Acknowledgement: I have received Coastal Pediatrics' Privacy Notice.
(Please Initial) _____

Parent's Signature:

Date: