



Welcome to Child and Adolescent Health Specialists, PC. We look forward to meeting your family! Our providers and staff are dedicated to exceeding your expectations. We're confident you will be happy with the care we provide, which includes General Pediatrics, Developmental-Behavioral Pediatrics and Clinical Therapy if ever needed. You can learn more about our other providers and specialists by clicking thru the links on the home page on our website, www.childhealthspecialists.com.

Many of your questions can be answered through our website, www.childhealthspecialists.com, where you will find our office policies, forms and other resources. Any additional questions will be answered happily by one of our staff. You can call our main number, 781-383-8380 and follow the prompts (choose #3 to speak to a receptionist). We typically answer calls within 3 rings, but if our staff are on other calls, you will have the option to hold or to leave a voice message. Your call will be returned shortly in order of urgency with nonurgent calls by the end of the day.

Please feel free to call us with any questions.

Welcome!

From all of us at Child and Adolescent Health Specialists

VACCINE POLICY

Thank you for the privilege of participating with you in furthering your child's healthy development. Our relationship with you will be founded on communication and mutual respect. For our part, we will always endeavor to recommend medical care that is evidence-based and meets the standard of our profession. We appreciate that you trust our advice regarding your child's continued well-being.

CAHS takes seriously as well the need to provide a safe environment for all who enter our office. Small infants, individuals receiving cancer drugs and the elderly are examples of those who are particularly susceptible to harm and even death should they be exposed to illnesses such as the ones for which we depend on vaccines for protection. Unfortunately, these same illnesses are still present in the community or are only a plane flight away.

Sadly, our society is plagued by misinformation regarding illness and vaccines. There are individuals and websites who would have parents believe that vaccines are unsafe and untested or may be the cause of other disease states such as autism. Such statements are completely false and have been disproven repeatedly. Some have argued that a small child's immune system could be "overwhelmed" by multiple immunizations at once, when in reality, today's vaccines provide protection with about 1/10th the amount of immune material as a child would be exposed with a common cold or upper respiratory infection. Therefore, there is never any reason to space out the administration of vaccines beyond the intervals recommended by the American Academy of Pediatrics (AAP) and the Centers for Disease Control (CDC). It is in this spirit that we have developed the following policy as a requirement for all children we care for who are eligible for vaccines:

All children in our care must be fully immunized according to the guidelines and schedule of the American Academy of Pediatrics and the US Centers for Disease Control. Any parent who wishes to withhold immunizations or follow a non-recommended schedule will be required to seek medical care for their child elsewhere.

We are parents as well and understand the fervent wish to protect our children from harm and make the best and most informed decisions for their care. There is nothing more precious to us than our kids. So, we would like to maintain a dialogue with those parents who are hesitant about any aspect of immunizing their child. We understand the confusion. However, we cannot risk the well-being of those who enter our office by creating the possibility of exposure to vaccine-preventable disease.

We welcome any questions about this policy. For any parent who remains hesitant, please reach out so that we may have a chance to resolve your questions to your satisfaction. We know you want the best for your child, as do we.



Child and Adolescent Health Specialists, PC

223 Chief Justice Cushing Highway, Suite 201

Cohasset, MA 02025

T. 781.383.8380

F. 781.383.8382

PLEASE CHECK YOUR CHILD'S PRIMARY CARE PHYSICIAN:

- Jocelyn R. Healey, MD, FAAP
- Nicola J. Smith, MD, FAAP
- Katherine A. Trier, MD, FAAP
- Susan C. Martin, MD MPH, FAAP

**GENERAL PEDIATRICS
PATIENT REGISTRATION FORM**

Child's First	Middle	Last Name	Date of Birth	Age	Sex
Street Address		City	State	Zip	
Preferred Phone # (for office to contact you)		How did you hear about us? <input type="checkbox"/> Mailing <input type="checkbox"/> Newspaper <input type="checkbox"/> Internet <input type="checkbox"/> Other _____			
		<input type="checkbox"/> Physician _____ <input type="checkbox"/> Family/Friend _____			
Ok to leave messages Voice <input type="checkbox"/> or Text <input type="checkbox"/>		Email address for Office News and Updates and other correspondence			
Parent A. Mother's Name (Father if 2 dad family)		Parent B. Father's Name (Mother if 2 mom family)		Parent's Marital Status	
				S M D W	
Legal Guardian (if different from above) or if divorced, who has legal and physical custody (Legal documentation required if not joint custody)					
Parent/Guardian Street Address (if different from above)		City	State	Zip	
Parent/Guardian Home Phone # if applicable		Parent A's Cell Phone #	Parent B's Cell Phone #	Work Phone # if ok to call	
Next of Kin/Emergency Contact Name			Relationship	Telephone #	

PRIMARY INSURANCE COMPANY – EFFECTIVE DATE _____

Name of Insurance Company		Policy ID #		Group #	
Claims Address		City	State	Zip	Telephone #
Name of Policy Holder		Date of Birth	Relationship to Insured		Effective Date
Employer Name and Address					

SECONDARY INSURANCE COMPANY – EFFECTIVE DATE _____

Name of Insurance Company		Policy ID #		Group #	
Claims Address		City	State	Zip	Telephone #
Name of Policy Holder		Date of Birth	Relationship to Insured		Effective Date
Employer Name and Address					

ASSIGNMENT OF BENEFITS

I understand that I am responsible for payment in full of all charges. I request that payment of authorized insurance benefits be paid directly to Child and Adolescent Health Specialists, PC. I also authorize Child and Adolescent Health Specialists, PC to release all information necessary for the processing of insurance claims to my health insurance carrier(s), its agents or any other insurance company to determine the benefits payable for related services.

Signature _____ Date _____

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PATIENT HISTORY FORM

GENERAL PEDIATRICS

Child's Name		Date of Birth		Today's Date			
Child lives with: (check one) <input type="checkbox"/> Both parents <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Other _____		Language (s) Spoken at Home: _____ Ethnicity: _____ Religious Preference: _____ Race: _____		Please Rate this Child's Health: (check one) <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor			
Names of Siblings			Date of Birth				
_____			_____				
_____			_____				
_____			_____				
_____			_____				
Please check any conditions affecting child or any blood relative:							
	Child	Relative	Details		Child	Relative	Details
Prematurity	<input type="checkbox"/>	<input type="checkbox"/>	_____	Diabetes	<input type="checkbox"/>	<input type="checkbox"/>	_____
Birth defects	<input type="checkbox"/>	<input type="checkbox"/>	_____	Growth/Thyroid problems	<input type="checkbox"/>	<input type="checkbox"/>	_____
Allergies	<input type="checkbox"/>	<input type="checkbox"/>	_____	Eating/weight problems	<input type="checkbox"/>	<input type="checkbox"/>	_____
Frequent ear infections	<input type="checkbox"/>	<input type="checkbox"/>	_____	Constipation	<input type="checkbox"/>	<input type="checkbox"/>	_____
Eczema / skin problems	<input type="checkbox"/>	<input type="checkbox"/>	_____	Sleep disorder	<input type="checkbox"/>	<input type="checkbox"/>	_____
Asthma/wheezing	<input type="checkbox"/>	<input type="checkbox"/>	_____	Headache/migraines	<input type="checkbox"/>	<input type="checkbox"/>	_____
Other respiratory problems	<input type="checkbox"/>	<input type="checkbox"/>	_____	Seizures	<input type="checkbox"/>	<input type="checkbox"/>	_____
High cholesterol	<input type="checkbox"/>	<input type="checkbox"/>	_____	Alcohol/substance abuse	<input type="checkbox"/>	<input type="checkbox"/>	_____
High blood pressure	<input type="checkbox"/>	<input type="checkbox"/>	_____	Depression/Anxiety	<input type="checkbox"/>	<input type="checkbox"/>	_____
Heart disease/heart attack	<input type="checkbox"/>	<input type="checkbox"/>	_____	Bipolar/mood disorder	<input type="checkbox"/>	<input type="checkbox"/>	_____
Hearing loss	<input type="checkbox"/>	<input type="checkbox"/>	_____	Other psychiatric disorder	<input type="checkbox"/>	<input type="checkbox"/>	_____
Visual problems	<input type="checkbox"/>	<input type="checkbox"/>	_____	ADHD/learning problems	<input type="checkbox"/>	<input type="checkbox"/>	_____
Urinary tract infections	<input type="checkbox"/>	<input type="checkbox"/>	_____	Autistic disorder	<input type="checkbox"/>	<input type="checkbox"/>	_____
Kidney disease	<input type="checkbox"/>	<input type="checkbox"/>	_____	Behavior problems	<input type="checkbox"/>	<input type="checkbox"/>	_____
Anemia / blood problems	<input type="checkbox"/>	<input type="checkbox"/>	_____	Social problems	<input type="checkbox"/>	<input type="checkbox"/>	_____
Cancer	<input type="checkbox"/>	<input type="checkbox"/>	_____	Other	<input type="checkbox"/>	<input type="checkbox"/>	_____
Name of Previous Physician							
Name of Person Completing this Form					Relationship to Child		

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CONSENT FORM

GENERAL PEDIATRICS

**CONSENT TO TREAT A CHILD
IN THE ABSENCE OF A PARENT OR LEGAL GUARDIAN**

We encourage and prefer that you, the parent or legal guardian, bring your child to all appointments with the pediatrician. You know the most about your child and this knowledge may be crucial for the pediatrician to deliver the best care possible.

Unfortunately, you may not always be able to bring your child for an urgent appointment. So that we may treat your child when she/he is accompanied by someone other than you, the parent or legal guardian, please complete the consent form below. Without your consent, we may refuse to treat your child for anything less than a very serious, life-threatening emergency.

If the pediatrician feels that your child's life is in danger, he or she will provide the necessary care without this consent.

*** PLEASE NOTE: A PARENT OR GUARDIAN MUST ACCOMPANY CHILDREN UNDER 18 YEARS OF AGE TO ALL HEALTH SUPERVISION VISITS, DEVELOPMENTAL APPOINTMENTS AND IMMUNIZATION ADMINISTRATIONS.**

Thank you for your understanding and cooperation.

I, _____, give my permission to Child and Adolescent Health Specialists, PC to treat my child in the event that I am unable to be present.

Child's Name

Date of Birth

Signature of Parent / Legal Guardian

Date Signed

Mother/Parent A's Name

Home Phone #

Cell/Work Phone #

Father/Parent B's Name

Home Phone #

Cell/Work Phone #

Patient Eligibility Screening Form

Date _____

Child's Full Name _____

Date of Birth _____

Parent, Guardian, or Legal Representative's Full Name _____

Health Care Provider: Child and Adolescent Health Specialists, PC

This form must be completed for all children under 19 years old and kept in the child's medical record or on file in the office for (3) years. The form may be completed by the parent, guardian, or legal representative, or by the health care provider. This form should be completed only once, unless the child's insurance status changes.

Verification of responses is not required.

Check only one box below

This child:

- is enrolled in Medicaid (includes Mass Health)
- does not have health insurance or is enrolled in the Children's Medical Security Plan
- is Native American (American Indian) or Alaskan Native
- has health insurance (paid for by parents, employers, or both)

Please note that all children seen in Massachusetts's practices get the same free vaccines. This form tells us which children get vaccines paid for by the federal VFC Program (first three boxes) and which get vaccines paid for by state and other federal funds (last box).

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NOTICE OF PRIVACY PRACTICES

GENERAL PEDIATRICS

HIPAA PRIVACY PRACTICES

This is a summary of how we use and disclose your Protected Health Information. Please read the full Notice of Privacy Practices available on our web site or at our front desk or request a copy to be mailed to you, prior to signing this form.

- A. We have a legal duty to protect health information about you.
- B. We may use and disclose Protected Health Information or “PHI” about you in the following circumstances: *see full Notice of Privacy Practices for examples*
 - 1. We may use and disclose PHI about you to provide health care treatment to you.
 - 2. We may use and disclose PHI about you to obtain payment for services.
 - 3. We may use and disclose your PHI for health care operations.
 - 4. We may use and disclose PHI under other circumstances without your authorization, such as when required by law or for public health activities.
 - 5. You can object to certain uses and disclosures.
 - 6. We may contact you to provide appointment reminders by voice message, text or email.
 - 7. We may contact you with information about treatment, services, products or health care providers.
 - 8. We may contact you for fundraising activities.

Any other use or disclosure of PHI about you requires your written authorization.

- C. You have several rights regarding PHI about you.
 - 1. You have the right to request restrictions on uses and disclosures of PHI about you.
 - 2. You have the right to request different ways to communicate with you.
 - 3. You have the right to see and copy PHI about you.
 - 4. You have the right to request amendment of PHI about you.
 - 5. You have the right to a listing of disclosures we have made.
 - 6. You have a right to a copy of this notice.
- D. You may file a complaint about our privacy practices.
- E. A copy of the full description of Child and Adolescent Health Specialists, PC privacy practices has been made available to me. I understand my rights and how my protected health information can be used by Child and Adolescent Health Specialists, PC.
- F. For additional information regarding privacy practices, contact the Office Manager.

This Notice of Privacy Practices is effective as of today’s date: _____

Patient’s Name: _____

Parent/Guardian Signature: _____

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NOTICE OF OFFICE CODES

GENERAL PEDIATRICS

Billing for General Pediatrics

Our office will submit claims to our contracted insurances, which includes most major health plans.

We are not contracted with all insurances. We are not providers in limited network plans.

Third party or other alternative plans including First Health/Coventry, PHCS/Multiplan, Trustmark are considered out of network unless/until an individual agreement for your family is in place. You are responsible for the portion of our charges not covered by your insurance. If you have MassHealth Insurance you must be in the MGB ACO plan regardless of whether MassHealth is primary or secondary. You may verify whether we are in your specific plan network on your insurance website ("Find a Doctor") or by calling the member services number on your card.

The following is a list of our most commonly applied insurance codes for General Pediatric office visits, which we use to bill your insurance. This list is provided to assist you if you have questions about what is covered by your insurance. **Please note this is not an inclusive list.** We are not able to determine all services or procedures will be needed prior to your appointment.

If you have a deductible, please be aware of what is covered. Deductibles may apply to all charges or only to certain types, e.g., labs, diagnostics, procedures, hospitalizations. We submit labs to Quest lab unless you are sent to SSHospital or BCH lab at the Stetson Building. If you have any questions or concerns, please contact your insurance provider **prior to your appointment to avoid surprise costs to you.**

General Pediatric Codes:

If your child is seen for a "sick visit" (illness, injury, health concern,), or in follow-up for treatment, the following codes would apply:

Evaluation and Management, new patient (99201-99205) established patient (99211-99215)

Telehealth calls Provider: 99441,99442,99443, Telehealth Nurse 98966,98967,98968

General Pediatric **Health Supervision Visits** (HSV/Well child) are performed within the first week of newborn nursery discharge, and then at the following ages: 1 month, 2 months, 4 months, 6 months, 9 months, 12 months, 15 months, 18 months, 24 months, and then annually until age 22.

HSV, new patient (99381-99385) HSV, established patient (99391-99395)

*Vision screening (99713/99177) hearing screening (92587) will be performed at most HSVs beginning at age 3 yrs. in addition to the examination. (92587 may apply to deductible). Multiple units of screenings (96110,96127) for developmental/emotional/behavioral issues will be administered at certain ages. Some insurances only pay for 1- additional fee is patient responsibility. Urine and blood tests are ordered routinely at certain ages and may apply to your deductible. **If an issue or concern is addressed by the provider at your/your child's well visit, billing guidelines require it to be billed as a "sick visit" and your copay and deductible rules will apply.**

Immunization Codes:

Certain immunizations are supplied by the state of Massachusetts at no cost to the patient or insurance provider. Other vaccines are purchased by this practice and will need to be reimbursed by your insurance provider. Fees to administer immunizations are in addition to the cost of the immunizations (90471-90474, 90460,90461)

Other General Pediatric Codes that may apply to your deductible: Laceration Repair (11201-12011)
Wart/Molluscum treatment (17110, 17111)

I understand that these or other applicable codes may not be covered by my insurance or may be subject to my deductible/coinsurance and if not paid by my insurance, I am responsible for payment in full. A copy of the *Office Financial Policies* has been made available to me via the website. I understand that Balances are due upon receipt and are subject to a \$10 billing fee if payment or a payment plan is not addressed within 30 days; Returned checks/charges incur a \$25 fee; Appointments not cancelled with 24 hours' notice during business hours, are subject to a \$50 fee, \$15 for Immunization appointments not canceled with 24 hours' notice during business hours. Divorce has no bearing the responsibility for medical care for your child. Whoever schedules or brings the child is responsible for payment of any balance for that appointment.

Child's Name: _____ Parent/Guardian Signature: _____ Date: _____

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Permission to share information with your child's school or daycare

Any communication between our providers and school/daycare personnel requires your consent, including faxing a copy of your child's well visit form to school/daycare. At each visit our office will provide you with copies of your child's forms which the school needs to have on file. Occasionally, you may need us to send a form directly to their school/daycare. Your written consent is needed to allow us to do this.

I hereby give permission to the providers at Child and Adolescent Health Specialists, PC to share information about my child _____, with his/her school/daycare personnel, for the purposes of documentation or treatment by school/daycare personnel, to include copies of annual physical exam, vaccination history, medication forms (if administered at school/daycare), consents or excused absences for school or sports activities.

This form will remain in effect until it is rescinded in writing or until your child turns 18 years of age. Child and Adolescent Health Specialists has the right to deny the sharing of information if in their opinion it is not in the best interest of the child and/or providing this information would compromise their relationship with the child.

EXCLUSION of any reference to: drug/alcohol usage, venereal disease, abortion, genetic testing, HIV testing, AIDS diagnosis/treatment, mental health treatment or specific learning issues will require a separate release to communicate with specific individuals.

Please list any personnel you wish to exclude from this list.

Child's name

Date of Birth

Signature of Parent/Guardian

Date