



Divorce, Separation and Custody Office Policy Agreement

Pursuant to **Va. Code § 20-124.6**, our office recognizes that both parents have an equal right to access their child's health records. Unless we are provided with a specific court order or decree that limits these rights, we will not withhold or hinder medical information from either parent. We kindly ask that both parties coordinate directly regarding the child's care to ensure a seamless experience at our facility.

We will not call the other parent for consent prior to treatment.

We will discuss with the accompanying parent information pertinent to the child's history and/or present exam.

Whoever accompanies the child to the visit is expected to pay balances at the time of their appointment. This includes the charges due for the services rendered for self pay, any out-of-pocket account balance (copayment, coinsurance, deductible), physical/sport forms, medical records, and official letters (such as medical necessity).

Parent responsibility, you will notify RICA Pediatrics of any medical health insurance changes to include changes in addresses. This will ensure proper billing and avoid any denials.

In order for our staff to comply with any court order or changes, including the responsible party for payments, you must provide those documents as soon as they have been obtained by you. We will scan them for our records and return them to you that same day.

In order to maintain a productive environment for patient care, we require all interactions within our office to remain professional. Should interpersonal conflicts between parents disrupt clinic operations, we reserve the right to discharge the patient from our practice. In such an event, a formal dismissal letter will be provided, ensuring 30 days of emergency coverage to allow for a seamless transition to a new provider.

By my signature below, I am stating I have read the above and will comply by providing RICA Pediatrics with the requirements.

Parent Name and Relation to the Patient

Date