

Relationship to patient:

Acknowledgement of Office Documents

Jill A. Johnston, MD, FAAP Kevin M. Ponciroli, MD, FAAP

793 Sunset Blvd. O'Fallon, IL 62269 P: 618-668-BIRD (2473) F: 833-989-2239

Please list all children that receive care at Redbird Pe	diatrics.		
Patient Name:	Date of birth:		
Patient Name:			
Patient Name:	Date of birth:		
machine. We also need to know if there are specific people you	nformation (PHI). consent to leave messages on my voicemail or answering u will want us to communicate with (using PHI) that are not		
legal guardians of your child(ren), for example a ste call our office with a question or bring your child in fo	p-parent, babysitter or grandparent, who may need to or an appointment. Please list those people below.		
Name:	Relationship:		
This form serves as confirmation of receipt of all office read and understand the following documents: • Welcome to Redbird Pediatrics • Notice of Privacy Practices • Assignment of Benefits & Release of Information • Vaccine Policy • Recommended Well Check Schedule	policy documents from Redbird Pediatrics, PLLC. I have		
(PHI) for the purpose of helping me to resolve claims and health be released may be subject to re-disclosure by such person/organizatiprivacy laws. I understand that I have a right to revoke this authorize be revoked if, its employees or agents have taken action on this authorization. I understand that disclosed by the recipient and may no longer be protected by federal tables.	loyees and agents, to use and disclose Protected Health Information nefit coverage issues. I understand that any PHI or other information on and may no longer be protected by applicable federal and state cation by providing written notice to. However, this authorization may not other information prior to receiving my written notice. I also understand that I information used or disclosed pursuant to this authorization may be eral or state law. I further understand that this authorization is voluntary II not affect my eligibility for benefits or enrollment or payment for or		
Legal Guardian Signature:	Date:		



Welcome to Redbird Pediatrics

Jill A. Johnston, MD, FAAP Kevin M. Ponciroli, MD, FAAP

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www.redbirdpediatrics.com

Our mission at Redbird Pediatrics is to provide personalized, high-quality healthcare to all children from newborns to college kids. We are dedicated to improving and maintaining your child's health through preventative care and treatment of both acute and chronic medical issues. Our Board-Certified Pediatricians combine for over 30 years of experience seeing patients in St. Clair County. We offer a broad array of services geared to address today's most common health issues and illnesses:

- <u>Preventative Care/Well-Child Visits</u>: Keeping your children healthy is our primary goal. We offer well-child checkups to monitor your child's growth and development and provide anticipatory guidance for every age. During these visits, we provide vaccines, recommended screening tests, and follow up on chronic medical issues. We provide everything needed for day-care, school, and sports physicals.
- Newborn Care and Lactation Assistance: We begin care of your new baby starting at their first office visit just 1-2 days after leaving the hospital. We thoroughly review everything needed to care for your newborn, including feeding issues, normal development, pooping/peeing, jaundice (yellowness of the baby), sleep habits, and safety guidance. New moms especially need support and information when learning to breastfeed. We offer in-office consultations with Dr. Johnston to help moms overcome any challenges they may face in breastfeeding their baby.
- <u>Immunizations</u>: One of the most important services we can provide to our patients is vaccinations against life-threatening diseases. As medical professionals, we feel that vaccinating children following the recommended schedule with currently available vaccines is absolutely the right thing to do for all children and young adults.
- <u>Sick Visits</u>: As a parent, when your child is sick, you want one thing: to get him or her better as soon as possible. At Redbird Pediatrics, we are committed to getting your children into our office as quickly as possible. At every visit, we take the time to discuss your child's symptoms, diagnosis, and treatment options. This includes the rational use of antibiotics, labs and imaging when they are indicated.
- <u>In-office Laboratory Services</u>: We offer a variety of rapid-result, in-office tests to help diagnose many common pediatric illnesses, including strep throat, influenza, Respiratory Syncytial Virus (RSV), anemia (low hemoglobin), lead toxicity, kidney and urinary tract diseases, cholesterol/lipid abnormalities, and COVID-19.
- <u>Virtual Visits</u>: Virtual visits are a great way to obtain care for common issues without having to bring your child into the office. With our virtual visit option, you are able to get the same great care from your child's pediatrician via your smartphone, just like you would if you were being seen in person.
- <u>Behavioral Health Visits</u>: Frequent monitoring of development and school-performance is vital in maintaining healthy kids. We routinely screen younger children for Autism and offer evaluation and treatment for kids with Attention Deficit Hyperactivity Disorder (ADHD).
- <u>Mental Health Visits</u>: Many children have fears and worries, and may feel sad and hopeless from time to time. Anxiety and depression can affect more that 10% of kids before the age of 17. We evaluate, treat, and help facilitate a team-based approach to your child's mental health issues.

Office Information

Office Hours:

The office is open 8:30 AM to 5:00 PM Monday through Friday. At this time we are not offering Saturday hours, but hope to add them in the future. The office is closed daily for lunch from 12:00-1:00 PM.

Questions During Office Hours:

During office hours, the nursing staff and doctors will be happy to help answer any questions. Please allow us time to check the messages and return the calls. If there is a prescription to be called in, please allow us time to complete the request and call the pharmacy prior to picking up the prescription to ensure that the medication is ready.

Contacting the Doctor After Hours:

If you have an emergency with your child, please call 911. If you have an urgent issue and need to reach one of the doctors during lunch or after hours, call the office at **618-668-BIRD (2473)**. You will be informed of which physician is on call and instructed on how to reach them. After hours calls should be reserved for *urgent questions only*.

Scheduling Appointments:

You may call the office or schedule your child's next exam in person. Please allow plenty of time to schedule well-child exams, especially during school physical season. If your child is sick, you may call the office to schedule a time to be seen.

Insurance, Billing, and Vaccine Coverage

We accept most private insurance plans. It is your responsibility to verify network participation, covered benefits and eligibility on your plan, and vaccine coverage before each of your child's appointments. It is also your responsibility to update our office of all insurance and address changes at the time of service.

Payment:

All copays are due at time of visit. The person bringing the child in for services is responsible for payment. You may pay with cash, check, American Express, Visa, MasterCard, or Discover Card.

Cancellation Policy:

If you are unable to make it to your scheduled appointment time and need to cancel, please call at least 24 hours ahead of time. If it is after hours, you can call and leave a message. Any appointment cancelled less than 24 hours prior to the scheduled time will be charged a **\$25.00 fee**. If you fail to bring your child to an appointment without notification, a **\$50.00 fee** will be assessed to your account. After the third missed appointment, you may be dismissed from the practice.

Work-In or Add-On Appointments:

If you wish to have the doctor see another child in addition to the one scheduled for the appointment, a fee of **\$15.00** plus the standard co-pay will apply.

Returned Check Fee:

There will be a \$25.00 fee applied to all returned checks. After a total of three returned checks per family, you will no longer be allowed to pay with checks.

Copies of Medical Records:

Requests for copies of medical records must be in writing. Please allow plenty of time to compile your child's medical record and prepare it for transmission to the desired office. Various fees may apply.

Request for Prescription Refills, Shot Records, Physical Forms for School:

You may call, fax or request in person or through our patient portal prescription refills, shot records, or physical forms for school. Please allow 24 hours for the request to be completed. Any urgent prescription requested and filled outside of normal business hours will incur a **\$15.00 fee** to your account.

Immunization Records:

Please bring in an up-to-date immunization record with you to your child's well exams. We cannot give any additional vaccinations, until we have a copy of all shots given. In addition, we are unable to release school physical forms without an up to date shot record.



Notice of Privacy Practices

Jill A. Johnston, MD, FAAP Kevin M. Ponciroli, MD, FAAP

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www.redbirdpediatrics.com

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU OR YOUR CHILD MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE READ CAREFULLY.

In this Notice, "protected health information" or "PHI" refers to any individually identifiable information that we obtain from you or another person that relates to your or your child's past, present, or future physical or mental health conditions, the health care you or your child has received or the payment for your care. Protected health information includes, but is not limited to:

- Demographic information (such as age, gender, race, ethnicity, or marital status);
- Geographic information (such as where you live or work);
- Medical information about health conditions (such as test results);
- Information about the services you have or will receive (such as an X-ray or surgical procedure);
- Information about your health insurance plan (such as your insurer's coverage policies);
- Information that may identify you (such as your Social Security Number or a phone number);
- Full-face photographs

Uses and Disclosures

Treatment: Your PHI may be used by staff members or disclosed to other health care professionals for the purpose of evaluating your health, diagnosing medical conditions and providing treatment. For example, results of laboratory tests and procedures will be available in your medical record to all health professionals who may provide treatment or who may be consulted by staff members.

Payment: Your PHI may be used to seek payment from your health plan, from other sources such as automobile insurer, or from credit card companies that you may use to pay for services. For example, your health plan may request and receive information on dates of service, the service provided and the medical conditions being treated. You have the right to request your insurance company not be billed for any/all services/products rendered.

Health Care Opportunities: Your PHI may be used as necessary to support the activities of Redbird Pediatrics, PLLC. For example, information on the service you received may be used to support budgeting and financial reporting and activities to evaluate and promote quality.

Law Enforcement: Your PHI may be disclosed to law enforcement agencies to support government audits and inspections, to facilitate law enforcement investigations, and to comply with government-mandated reporting.

Public Health Reporting: Your PHI may be disclosed to public health agencies as required by law. For example, we are required to report certain communicable diseases to the state's public health department. Also, all immunizations are automatically recorded in a state database.

Appointment Reminders: Your PHI may be used by our staff to send you appointment reminders via email, phone call, or text.

Information About Treatment: Your PHI may be used to send you information that you may find interesting on the treatment and management of your medical condition. We may also send you information describing other health related products or services that we believe may interest you.

Other uses and disclosures require your authorization: Disclosure of your PHI or its use for any purpose other than those listed above requires your specific written authorization. If you change your mind after authorizing a use or disclosure of your information, you may submit a written revocation of the authorization. However, your decision to revoke the authorization will not affect or undo any use or disclosure of information that occurred before you notified us in writing of your decision to revoke.

Individual Rights: You have certain individual rights under the federal privacy standards. These include the right to request restriction on the use and disclosure of your PHI. The right to receive confidential communications concerning your medical condition and treatment. The right to inspect and copy your PHI. The right to amend and submit corrections to your PHI. The right to receive an account of how and to whom your PHI is disclosed. The right to receive a printed copy of this notice. The right to be notified of any breach of secured /unsecured PHI. If you request PHI be emailed to you, you acknowledge encryption is not required.

Redbird Pediatrics PLLC Duties: We are required by law to maintain the privacy of your PHI and to provide you with this Notice of Privacy Practices. We are also required to abide by the privacy policies and practices that are outlined in this Notice.

<u>Right to Revise Privacy Practices</u>: As permitted by law, we reserve the right to amend or modify our privacy policies and practices. These changes in our policies and practices may be required by changes in federal and state laws and regulations. Upon request, we will provide you with the most recently revised notice on any office visit. The revised policies and practices will be applied to all PHI we maintain.

Requests to Inspect PHI: You may generally inspect or copy the PHI that we maintain. As permitted by federal regulation, we require that requests to inspect or copy PHI be submitted in writing. You may obtain a form to request access to your records by contacting our Privacy Officer. Your request will be reviewed and will generally be approved unless there are legal or medical reasons to deny the request. You may also be charged for copies of your records.

<u>Complaints</u>: If you would like further information about, or to submit a comment or complaint about our privacy practices, you can do so by sending a letter outlining your concerns to: Privacy Officer

Redbird Pediatrics, PLLC 793 Sunset Blvd. O'Fallon, IL 62269

If you feel your privacy rights have been violated, you should call the matter to our attention by sending a letter describing the cause of your concern. You will not be penalized or otherwise retaliated against for filing a complaint. We will never "sell" your PHI or use it for fundraising.



Assignment of Benefits & Release of Information

Jill A. Johnston, MD, FAAP Kevin M. Ponciroli, MD, FAAP

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- 1. In consideration of services rendered, I hereby transfer and assign to Redbird Pediatrics, PLLC and to the licensed physicians, groups, or individuals who perform services for my child, all of my right, title, and interest in any payment for services described herein as provided in any health insurance or similar policy or employee benefit plan.
- 2. I understand that Redbird Pediatrics, PLLC participates with many, but not all, insurance plans. It is my responsibility to contact my insurance company to verify that Redbird Pediatrics participates with my plan.
- 3. I understand that I am responsible for providing all insurance information at the time of admission to allow for verification. I hereby certify that the insurance information that I provide is true and accurate as of the date of service and that I am responsible for keeping it updated at all times. I am aware there is a time limit on how long Redbird Pediatrics, PLLC may have to file insurance claims. If an insurance company denies payment for incomplete or wrong information or if a deadline is missed because I did not provide the correct information, I understand it is my responsibility to make payment in full.
- 4. I acknowledge and agree that I am responsible for all charges for services provided to my child(ren) which are not covered by my plan or for which I am responsible for payment under my plan. To the extent no coverage exists under my plan, I acknowledge that I am responsible for and agree to pay for all charges for services provided.
- 5. I understand that all co-pays and deductibles are due at the time of service. If I have no insurance coverage, I understand payment is due at the time of service unless prior arrangements have been made. I understand that should my check be returned as unpaid by my bank for any reason I will be charged \$25.00 in addition to the amount of the check that was written. I understand that these charges need to be paid before the next appointment or within two weeks of notice, whichever comes first.
- 6. I understand that should my account become delinquent for amounts the insurance company has determined are my responsibility, I may not be permitted to bring my child for routine well visits or school physicals until the obligation has been satisfied in full. This includes all prior co-pays.
- 7. I understand that I must give 24 hours notice if I need to cancel or reschedule an appointment. If I fail to cancel my child's appointment within 24 hours, I understand a \$25.00 fee will be assessed to my account. If I miss an appointment ("no show"), a \$50.00 fee will be assessed to my account. I understand all fees are expected to be paid prior to being seen at the next appointment. After the third "no show" appointment per family, I understand that the physician/patient relationship between my family and Redbird Pediatrics, PLLC may be terminated.
- 8. **Release of Information**: I authorize Redbird Pediatrics, PLLC to furnish requested information from my child's medical record to: (1) any insurance company, third-party payor, governmental agency, or workers' compensation carrier for the purpose of obtaining payment, and (2) any representatives of local, state, or federal agencies in accordance with law. Such information may include information concerning communicable diseases. I authorize the release of information from or the review of my child's medical record for the purpose of conducting any medical audits, utilization reviews, or quality assurance reviews. I further authorize Redbird Pediatrics, PLLC to release information from or copies of my child's medical record to my referring physician or to any other health care facility or provider to which my child may be transferred or referred.
- 9. **Health Information Exchange (HIE)**: HIE allows your doctors, hospitals, and others who provide you with health care services, including your insurance company, to use computers/electronic devices to share your health information. Redbird Pediatrics will share your health information for treatment purposes with the providers who have cared for you in the past and may care for you in the future. Your information will be shared through National, State and Local Health Information Exchange Networks.
- 10. **Medication History Authority**: I grant Redbird Pediatrics, PLLC Medication History Authority for my child, which gives permission to download my child's medication history from Pharmacy Benefit Managers (PBMs). This ensures the most complete view of my child's medication history, which can then be reconciled with his/her medical record for improved medication management and to assist in clinical decision making.
- 11. **I-CARE**, or Illinois Comprehensive Automated Immunization Registry Exchange, is a web-based immunization recordsharing application developed by the Illinois Department of Public Health (IDPH). I authorize Redbird Pediatrics, PLLC to release immunization information to I-CARE for the purposes of record completion and community/county tracking.



Vaccine Policy

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One of the most important services we can provide to our patients is vaccinations against life threatening diseases. As medical professionals, we support vaccinating children according to the recommended schedule set forth by the American Academy of Pediatrics. The recommended vaccines and vaccine schedule are the result of years of scientific study on millions of children by thousands of our brightest scientists and physicians. When you don't vaccinate, you take a significant risk with your child's health and the health of others around them. Therefore, for the safety of our patients and families, we fully support vaccinations.

- We firmly believe in the effectiveness of vaccines to prevent serious illness and to save lives.
- We firmly believe in the safety of vaccines.
- We firmly believe that all children and young adults should receive all of the recommended vaccines according to the schedule published by the Centers for Disease Control and Prevention and the American Academy of Pediatrics (AAP).
- We firmly believe, based on all available literature, evidence, and current studies, that vaccines do not cause autism or other developmental disabilities.
- We firmly believe that thimerosal, a preservative that has been in vaccines for decades and remains in some vaccines, does not cause autism or other developmental disabilities.
- We firmly believe that vaccinating children and young adults may be the single most important health-promoting intervention we perform as healthcare providers, and that you can perform as parents/caregivers.

We recognize that the choice may be a very emotional one for some parents. We will educate you regarding vaccine safety and the dangers in delaying or refusing vaccinations. We firmly believe that vaccinating according to the schedule is the right thing to do. However, should you have doubts, please discuss these with your healthcare provider in advance of your visit. In some cases, we may alter the schedule to accommodate parental concerns or reservations. Please be advised, however, that delaying or "breaking up the vaccines" to give one or two at a time over two or more visits goes against expert recommendations, and can put your child at risk for serious illness or even death. Therefore, it goes against our medical advice as providers at Redbird Pediatrics. Such additional visits will require additional co-pays on your part. Please realize that you will also be required to sign a "Refusal to Vaccinate" acknowledgement in the event of lengthy delays. If you should absolutely refuse to vaccinate your child despite all our efforts, we will ask you to find another healthcare provider who shares your views.

As medical professionals, we feel very strongly that vaccinating your child on schedule with currently available vaccines is absolutely the right thing to do to protect all children and young adults. Thank you for taking the time to read this policy. Please feel free to discuss any questions or concerns you may have about vaccines with us.



Recommended Well Check Schedule

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<u>Age</u>	Immunizations and Screening Tests
Newborn	Hepatitis B (if not given in the hospital)
2 weeks	No vaccines if up to date
1 month	No vaccines if up to date
2 months	Vaxelis (DTaP-IPV-Hep B-Hib), Prevnar (Pneumococcal), Rotavirus
4 months	Vaxelis, Prevnar, Rotavirus
6 months	Vaxelis, Prevnar, Rotavirus
9 months	No vaccines if up to date, Lead test if risk factors noted
12 months	MMR (Measles-Mump-Rubella), Varicella (Chickenpox), Hepatitis A, Hemoglobin/Lead test
15 months	DTaP, Hib, Prevnar
18 months	Hepatitis A, Lead screening (test if risk factors noted)
24 months	No vaccines if up to date, Lead screening (test if risk factors noted)
3 years	No vaccines if up to date, Lead screening (test if risk factors noted)
4 years	MMR, Varicella (may be given as combination vaccine Proquad) and DTaP, IPV (may be given as combination vaccine Quadracel), Lead screening (test if risk factors noted)
5 years	No vaccines if up to date, Lead screening (test if risk factors noted)
6-8 years	Recommend yearly check-up, No vaccines if up to date
9-10 years	Recommend yearly check-up, No vaccines if up to date, screening non-fasting lipid panel
11 years	Meningococcal (MCV, MenQuadfi), Tdap, Gardasil (HPV, series of 2 if completed prior to age 15 years)
12 years	Gardasil (HPV) if not completed
13-15 years	Recommend yearly check-up, No vaccines if up to date
16 years	MenQuadfi, Meningococcal B (Trumenba), screening lipid panel
17-18 years	Trumenba
18+ years	Recommend yearly check-up

We also recommend a yearly Influenza vaccine for all children age 6 months and older.



Authorization for Release of Health Information

Jill A. Johnston, MD, FAAP Kevin M. Ponciroli, MD, FAAP

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Patient Name:						
	Last	First	N	11		
Date of Birth:MM/E	Social Security Number:					
authorize and request:						
		Name of Physician or Medical	Facility			
		Street Address				
	City	State		Zip		
	rd Pediatrics, PLLC	r				
	unset Blvd. on, IL 62269	Name o	cility			
			Street Address			
		City	State	Zip		
What should be released:	☐ Complete medical re☐ Medical records for the☐ Immunization records	he period from	to			
including Attention De I consent to the discle	osure of medical information eficit Hyperactivity Disorder (osure of medical information	that may include chemical or	that have been done to			
Requested medical information		r of care to Redbird Pediatrics				
understand that my medical records of esting or treatment and are covered by also understand that I may revoke this or ninety (90 letermined by Illinois Public Act 92-22 ability or responsibility for the release	y Federal Regulations and cannot l consent at anytime except to the e) days from the date the authorizati 8) are my responsibility. Redbird I	be disclosed without my written consextent that prior action has been take ion is signed. I understand that any Pediatrics, PLLC, its employees, of	sent, unless otherwise provio en on it. In any event, this co fees assessed for copying re	ded for in the regulations. I onsent will expire on ecords of the PHI (as		
Patient Signature o	r Legal Representative	Relationship to	Patient	Date		
Witnessed E	Зу			Date		



Patient Information Form

Jill A. Johnston, MD, FAAP Kevin M. Ponciroli, MD, FAAP

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Patient Name:	Date of Birth:
Street Address:	Gender:
City / State / Zip:	Primary Physician: ☐ Jill Johnston, MD☐ Kevin Ponciroli, MD
How did you hear about our office? ☐ Previous Patient	☐ Friend/Neighbor ☐ Insurance Co. ☐ Internet ☐ Other
Name of First Parent:	Date of Birth:
Street Address:	Home Phone:
City / State / Zip:	
Drivers License No:	SSN:
Name of Second Parent:	
Street Address:	Home Phone:
City / State / Zip:	
Drivers License No:	
Primary Insurance Information	
Insured Name:	Date of Birth:
Name of Employer:	Copay: Preventive Coverage?
Policy ID:	Group Number:
Secondary Insurance Information	
Insured Name:	Date of Birth:
Name of Employer:	Copay: Preventive Coverage?
Policy ID:	Group Number:
Emergency Contact Person:	Daytime Phone:
List name, gender, and birth date of all siblings:	
	are responsible for notifying our office of changes of address and/or insurance coverage. esponsible for paying the Insurance Co-pay if applicable. When writing a personal check,
treatment to any insurance company against which claims are filed on if any, otherwise payable to me for services rendered. I understand that	Redbird Pediatrics to release any information acquired in the course of my examination or my behalf. I hereby authorize payments directly to Redbird Pediatrics of the medical benefits, at I am responsible for payment of all charges for services rendered and that if my insurer fails a for all sums due Redbird Pediatrics. If my account is sent to an attorney or collection agency, if this signature is as valid as the original.
Signature of Patient or Legal Guard	dian Date





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Patient Name:				_	Date of Bir	
	Last	First	MI			(MM/DD/YYYY)
Is the patient adopte	ed? Yes No	o If yes, in what count	ry was the patient	born?		
		Yes How long has h				
Allergies to medicat	tion, food or environm	nent:				
Pre-existing medica	l conditions: Asth	ma Heart Disease	☐ Allergies ☐	Fczema [☐ Diabetes	☐ Autism ☐ ADHD
_		Tiodit Diodaco				
Current medications	s (and dosages):					
List any hospitalizat	tions or surgeries:					
FOR CHILDREN UN	DER 1 YEAR OLD	Check any that occurr	ed during the pr	egnancy w	ith this child	1 :
Group B Strep.	☐ Hospitalization	ns 🗌 Tobacco / A	Alcohol / Marijuana /	other Drug	Use] High Blood Pressure
Gestational Diabe	etes Infections	Other:				
Birth History	Term (>37 weeks)	☐ Born Premature @ _	weeks [7 Single	☐ Multir	ole Birth
		Father's age:				
		☐ Induced ☐ Spontan				
<u> </u>				_		
		cur at a normal rate?				
•	•	e words:				
		- Wordo.				
		?				Multiple Households
		Others in home:				
		Others in nome.				
	th this child smoke?		r drones cooupa			
, ,		Yes No Pets in ho	ome?	No What k	rind?	
Where does this child		☐ Apartment ☐ Other				
vviioro dodo triio oriiid	iivo rioinio		riow old lo till	, 1001001100.		
Family Medical History		atural parents, siblings, aun				
☐ High Blood Press	ure	n family member has/had th				
High Cholesterol	oke before age 55	<u> </u>		ase		
Heart Attack / Stro	oke before age 55 ardiac, etc.)		Liver Diseas	e		
Diabetes	ardiac, etc.)		Headaches	#ZUI 65		
Allergies			Developmen	ital Delay		
Eczema				trum Disorde	er	
Asthma			Hyperactivity	/ / ADHD ug Addiction		
Blood Disorders			Emotional P	roblems		
Sight / Hearing Pr	oblems		☐ None of the	above.	☐ Family	History not known