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*specializing in child and adolescent psychiatry*

## OFFICE POLICY FOR DIVORCED OR SEPARATED PARENTS

Our office is dedicated to the health and well being of our patients. Because our patients are children, we rely on parents or other supportive adults to assist us in their care. Children of divorced or separated parents sometimes present our practice with unique challenges, so we believe it is important to clearly explain our practice philosophy to you to avoid any misunderstandings when it comes to the care of your child(ren).

**In general, we ask that parents NOT place our office in the middle of family disagreements. We rely on parents to keep our office atmosphere calm, professional and caring.**

1. If a Mother or Father has a Court Order that restricts the other parent's role, we ask that you provide the Office a printed copy of the court order. It must be presented *prior to **or** at the time of the appointment*. If the document is not provided, the appointment will need to be rescheduled.
2. If a step-parent will be bringing the child to the appointment, a legal parent or legally appointed guardian needs to fill out and sign an ALTERNATIVE CAREGIVER form which is available on the office Web Site ([www.childpsychnp.com](http://www.childpsychnp.com)).
3. The parent who brings the child in for the appointment is responsible for the co-pay or insurance deductible payments at the time of service, **even if the other parent is responsible for medical insurance**. Please do not ask our office to collect payments from a parent who is not at, or maybe unaware of, the visit.
4. In a non-urgent situation, if parents disagree about medical treatment (e.g. to utilize medications or not) we will postpone recommended treatment until there is an agreement between both parents.
5. If there is an urgent situation, we will do what we believe is in the best interest of the child. If this philosophy presents a problem for either parent, perhaps this might not be the right practice for you.
6. Other situations that are not in the best interest of your child and will not be tolerated:
  - a. One parent making an appointment and the other parent cancelling them
  - b. A parent who asks us to write or say negative things about the other parent or prepare court documents regarding custody or any other legal issues
  - c. Parents who fight or create conflict in our office
  - d. Any other behaviors which interfere with our ability to provide excellent care to all of our patients in a warm and peaceful environment

We sincerely appreciate your trust in us, and ours in you, to work together in the best interest of children's mental health.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_