Athens Pediatrics, PLLC Patient Registration

Child 1- Last Name	•	First Name:		MI:
DOB:	Sex assigned at Birth	Gender Ident	ity	SS #
Primary Language:	Ethnicity	: Hispanic / Non-Hi	spanic/Unknown-	
Race: Asian/Black/\	White/Hawaiian/ Decline	to answer/Other		
Child 2- Last Name	•	First Name:		MI:
DOB:	Sex assigned at Birth	Gender Ident	ity	SS #
Primary Language:	Ethnicity	: Hispanic / Non-Hi	spanic/Unknown-	
Race: Asian/Black/\	White/Hawaiian/ Decline	to answer/Other		
Child 3- Last Name	:	First Name:		MI:
DOB:	Sex assigned at Birth	Gender Ident	ity	SS #
Primary Language:	Ethnicity	: Hispanic / Non-Hi	spanic/Unknown-	
Race: Asian/Black/\	White/Hawaiian/ Decline	to answer/Other		
Mailing Address:				
Primary Phone Nun	Street or PO Box nber F		State & Zip Mail	
				Child
	SS#			
				2:
				Child
Address				
				:
f you are a legal gu	ardian, please provider th	ne office with the c	ustody papers. Do	parents have privileges? Y/
Mother's Name:		Father's Name:		·····
NSURANCE: Primary Insurance (Carrier	ID#	Gro	up#
				Relationship:
Secondary Insuranc	e Carrier	ID#	G	iroup#
Policy Holder's Nam	ne:	DOB:	Sex: M /	F Relationship

Please bring the insurance cards with you at each visit. If your child has TennCare and any other kind of insurance, we <u>MUST</u> file the other insurance first. Failure to provider this information could lead to you being responsible for all charges.

Co-pays are due at the time of services, and are the responsibility of the person bringing the child in for the visit.

If parents are divorced or	separated, please fill out t	his section:					
Who has custody?	ho has custody?Who should receive the billing statements?						
treatment for the child/ch	ildren or from obtaining i	he non-custodial parent from conformation about the child's marwork that supports this restric	edical treatment? If yes,				
Emergency Contacts, othe	r than parents:						
Do these contacts have pe	ermission to bring child/ch	ildren in for medical treatment	t?				
1	Phone:	Relationship	Yes / No				
2	Phone:	Relationship	Yes / No				
3	Phone:	Relationship	Yes / No				
I give all providers and sta	ff at Athens Pediatrics, PL	LC, permission to diagnose and	l treat my child/children.				
I have read Athens Pediati incurred at Athens Pediati	•	and understand that I am respo	onsible for any charges				
		PAA policy. We are required by contact the HIPAA officer or of					
Print Name:	Sign	ature:	Date:				
If you are a new patient, h	ow did you hear about us	? (Circle one)-					
Family/Friend referral Ye	llow Pages Internet searc	ch Billboards Newspaper Ot	her				
Thank you for choosing At	hens Pediatrics, PLLC.						

Initial History			1	Vai	me	***************************************		***************************************	· · · · · · · · · · · · · · · · · · ·	
			10	KUM	BER					
FORM COMPLETED BY	DATE COMPLETED		Bii	RTH C	DATE			AGE		
Household		Accelerations		See a Const						М
Please list all those living in the	E CONTRACTOR CONTRACTOR									
Relation		74			Are ti	here sibli ges and w	ngs not listed? If where they live.	so, please list (their names	
				1	f mot	ther and f ve with pa	father are not livarents, what is th	ing together o	r if child does dy status?	
				li d	f one	or both ne/she see	parents are not e the parent/pare	living in the ho ents not in the	me, how often	
Birth weight			Was	the	deliv	/ery	Vaginal?	Cesarean?		
If early how many weeks!	Early? Late?	-	If ces	are	an, w	hy?		***	-	
Did mother have any illness or p	on?		Did y	/OUI	r baby	y have any	y problems right splain	after birth?		
During pregnancy, did mother Smoke Yes No Use drugs or medications Ye	Drink alcohol ☐ Yes ☐ No s ☐ No When			our	baby	eding y go home lo Ex	Breast? a with mother freplain	Bottle? om the hospita	rl}	
General i						6年代				
Do you consider your child to be			Yes		No	Explain		tente de la constitución de la c	MAKEN SERVICE	
Does your child have any serious			Yes		No					
Has your child had serious injurie	es or accidents?		Yes		No					
Has your child had any surgery?			Yes		No		~~~			
Has your child ever been hospita			Yes		No		***************************************			
Is your child allergic to any medic	cines or drugs?		Yes		No					
Development								Service Service	kalisaan araa	
Are you concerned about your cl	nild's physical development?		Yes		***************************************					
	nild's mental or emotional development?		Yes							
Are you concerned about your ch										
If your child is in school:	- 100 × 101 × 100		163		140	explain .				
How is his/her behavior in school	}									
Has he/she failed or repeated a gr	ade in school?	***************************************	**********							
How is he/she doing in academic	subjects?				****					~~~
Is he/she in special or resource cla	asses?	************						····		
	All the second s									

American Academy of Pediatrics DEDICATED TO THE HEALTH OF ALL CHILDREN-



Family History					h
Have any family members had the following	g;				
Deafness	☐ Yes	□ No W	Vho	The second secon	
Nasal allergies	☐ Yes	THE 0.00000 C	Vho		
Asthma	☐ Yes		Vho	West 1992	45
Tuberculosis	☐ Yes		Vho		and the state of t
Heart disease (before 50 years old)	☐ Yes		Yho		The state of the control of the state of the
High blood pressure (before 50 years old)	☐ Yes	□ No V	Vho		
High cholesterol	☐ Yes	□ No , V	Vho	Page 11 (1) (1) (1)	
Anemia	☐ Yes	The second second	Vho	-	The state of the s
Bleeding disorder	☐ Yes		Who		
Liver disease	☐ Yes	□ No \	Who		
Kidney disease	☐ Yes		Who		
Diabetes (before 50 years old)	☐ Yes	□ No \	Who		
Bed-wetting (after 10 years old)	☐ Yes		Who		
Epilepsy or convulsions	☐ Yes	□ No '	Who		
Alcohol abuse	☐ Yes	□ No '	Who		
Drug abuse	☐ Yes	□ No '	Who	The state of the s	
Mental Illness	☐ Yes		Who		
Mental retardation	☐ Yes	□ No	Who	Comments	
Immune problems, HIV, or AIDS	☐ Yes	□ No	Who	Comments	
Past History					
Does your child have, or has he/she ever					
Chickenpox		☐ Yes	□ No		
Frequent ear infections		☐ Yes	□ No		
Problems with ears or hearing		☐ Yes	□ No		
Nasal allergies		☐ Yes	□ No	10000	
Problems with eyes or vision		☐ Yes	□ No		
Asthma, bronchitis, bronchiolitis, or pneu	umonia	☐ Yes	□ No	100 PM PM	
Any heart problem or heart murmur		☐ Yes	□ No	Explain	N 80 0 100
Anemia or bleeding problem		☐ Yes	□ No		
Blood transfusion		☐ Yes	□ No	Explain	
Frequent abdominal pain		☐ Yes	□ No	Explain	
Constipation requiring doctor visits		☐ Yes	□ No	CONTRACTOR OF CONTRACTOR OF THE CONTRACTOR OF TH	
Bladder or kidney infection		☐ Yes	□ No	The second control of the second control of the second	
Bed-wetting (after 5 years old)		☐ Yes	□ No	Market account interest process where the	
(For girls) Has she started her menstru		☐ Yes			
(For girls) Are there problems with her	periods?	☐ Yes		1000	
Any chronic or recurrent skin problem (acne, eczema, etc)		☐ Yes	□ No	* (2014 # 100 pt 27 mile	
Frequent headaches		☐ Yes	□ No	Explain	
Convulsions or other neurologic proble	em	☐ Yes	□ No	Explain	
Diabetes		☐ Yes	-	Explain	X Z W WITH
Thyrold or other endocrine problem		☐ Yes		Explain	2000年,他的新代表的特殊。
Any other significant problem		☐ Ye		Explain	
Use of alcohol or drugs		☐ Ye:	s D No	Explain	and the second of the second o



ATHENS PEDIATRICS, PLLC

Melanie Long, FNP Joy Asbury, FNP Kathryn Klopfenstein, MD Rachel Worley, MD, FAAP

> 111 Epperson Street Athens, TN 37303

423 745-5955 Fax 423 745-6423

Thank you for choosing Athens Pediatrics, PLLC for your child's care. We welcome the opportunity to build a lasting relationship with you and your family. As a new patient, we would like to share some information about what to expect during your visit. Please feel free to contact our office at 423-745-5955 should you have any questions prior to your visit.

Our office is open Monday-Friday, 8:45 am to 5:00pm. If you have a sick child, please call as early as possible.

Bring the child's insurance card to each visit.

If your child is sick after normal business hours, please call 423-745-5955 and you will be connected with our after-hours triage service. Please listen to the prompts to be connected. This service is for urgent medical advice only. Refills, general questions and appointment changes need to be addressed during normal business hours.

A Well Child or a Physical is a visit for a child who is well. This is a time to follow up on normal growth, check things like hearing, vision and blood pressure, make sure development is on track and get a full head-to-toe examination.

With a Sick Visit, the provider limits the visit to the problem(s) that brought the child to the office. We cannot do a well visit or shots during a sick visit.

If the provider finds a problem with your child during a well check or physical, the provider, if time allows, will address the complaint of illness at the time of the well visit. Please be aware that there will be an additional insurance charge for problems addressed at the well child check.

Attached are copies of our HIPAA Privacy Policy, Financial Policy, Vaccination Policy, No show and Behavior Policy. Please read these carefully and let us know if you have any questions about any of these policies.

Athens Pediatrics, PLLC Financial Policy

Athens Pediatrics, PLLC appreciates that you have chosen our office for pediatric care of your child. We work very hard to provide the very best medical care for you and your family. The financial aspects of the medical field can be complex. There are many different types of insurance contracts. It is important that you understand your insurance contract and our financial policies as well.

Newborns

Newborn babies need to be added to your insurance plan within 30 days of birth to ensure coverage. We understand that it takes time to get added to the plan and receive an insurance card. We will collect applicable co-pays, co-insurance or deductible amounts without an insurance card for four weeks after your baby is born.

If you have not received your insurance card within a week before the appointment, please call your insurance company and ask them to send the card immediately. If we do not have insurance information, your account will be treated as a self-pay account by our office and the applicable amount will be collected.

Bring your card to every visit

We do require you to have your insurance card at every visit. Prior to being seen you will be asked to review the child's information and make applicable changes. We will make a copy of your most current insurance card.

Co-pays

Most insurance contracts require us to collect the co-pay at each visit, we will collect this co-pay before your child sees a provider. When you are finished with your visit you do not have to stop back at the front desk unless you need to make another appointment or you have questions. Please beware that if we see your child for an office visit (ADD, sore throat, earache, etc.) during a well visit, a co-pay or deductible can be applied. There is a \$25.00 return check fee, if a check is returned to us.

Deductibles

Many deductible plans cover well child care in full and for those plans no payment is collected at the time of service.

Filing claims

For your convenience we will file your claims for you when all the correct information is received as long as our providers are contracted with your health care insurance. Once your claim has been filed to your insurance company, claims are usually paid in 30 days. Our office will make every attempt to collect payment from your insurance, but if all attempts fail we will rely on you to contact your insurance company to get claims paid in a timely manner. If claims get past 90 days old you may be asked to pay claim and when insurance pays you will be sent a refund.

Outstanding balances

All patient balances are due in full when billed. If you ever feel the amount does not reflect the amount you owe, please contact our office. We will be happy to review the invoice with you and answer your questions. If you have overpaid for some reason we will issue a refund. Please contact the office and a refund will be issued. If no payment is made within 90 days the account may be turned over to a collection agency.

Additional charges

It is our primary goal to provide the best health care for your children. In order to do this, we provide a variety of services in our office. These services include lab tests, procedures and surveys. Some of these services have additional charges associated with them. Most are recognized by insurance companies. Patients may be required to pay additional amounts for these services depending on the type of insurance plan you have and your coverage.

Billing questions

We are happy to help you with any billing questions. Please keep in mind there are some questions we will not be able to answer. Questions about if or why something is covered or not can only be answered by your insurance company. Feel free to call us and we will answer the questions we can and direct you to your insurance company if your question is one we cannot answer. Again, we look forward to working with you and your children!

Notice of Personal Health Information Practices

Effective July 1, 2011

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION.

PLEASE REVIEW IT CAREFULLY.

We keep the health and financial information of our current and former members private as required by law, accreditation standards, and our rules this notice explains your rights. It also explains our legal duties and privacy practices.

We are required by federal law to give you this notice.

We reserve the right to revise or amend our notice of privacy practices without additional notice to you. Any revision or amendment to this notice will be effective for all or your records our practices has created or maintained in the past, and for any of your records we may create or maintain in the future.

This notice becomes effective July, 1 2011 and amends our previous form of notice. No amendment relates to any substantive right of Athens Pediatrics patient or any duty of Athens Pediatrics. If you have any questions about the Notice of Personal Health Information Practices, please contact Athens Pediatrics at 423-745-5955.

Treatment- Your health information may be used by staff members or disclosed to other healthcare professionals for the purpose or evaluating your health, diagnosing a medical condition, and providing treatment. For example, results of laboratory test 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 health information may be used to seek payment from your health plan, from other source of coverage such as an 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 services provide, and the medical condition being treated.

Health Care Operations- Your health information may be used as necessary to support to the day-to-day activities and management of Athens Pediatrics. For example, information on the services you received may be used to support budgeting and financial reporting and activates to evaluate and promote quality.

Law Enforcement- Your health information may be disclosed to law enforcement agencies, without your permission, to support government audits and inspections, to facilitate law enforcement investigations, and to comply with government mandated reporting.

Public Health Reporting- Your health information 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.

Health Oversight Activities- We may disclose medical information to a health oversight agency, such as the Department of Health and Human Services, for activities authorized by law. These oversight activities include, for example, audits, investigations, inspections, and licensure. These actives are necessary for the government to monitor the health care system, government programs, and compliance with civil rights laws.

Family Members- We may release medical information, including mental health information, about you to a family member who is involved in your medical care without consent or authorization if the individual's involvement is related to sure information. We may also give medical information, including prescription information or information concerning your appointments, to friends who are involved in your care. We may also give such information to someone who helps pay for your care. In addition, we may disclose medical information about you to an entity assisting in a disaster relief effort so that your family can be notified about your condition, status and location.

Business Associates- We have contracted with other entities to provide services to Athens Pediatrics. When these "associates" require your personal health information in order to accomplish tasks asked of them by Athens Pediatrics it will be provided to them. Examples of business associates are billing services, collection agency, answering service, insurance services, transcription service, and computer software/ hardware provider.

Research/Teaching/Training- Your personal health information may be used for the purpose of research, teaching and/or training.

Appointment Reminders- Your health information will be used by our staff to send appointment reminders to you. Workers Compensation- We may release medical information about you for workers' compensation or similar programs without consent or authorization. These programs provide benefits for work- related injuries or illnesses. For example, if you are injured on the job, we may release information regarding that specific injury.

Marketing- Your health information may be used to send you information on the treatment and management of your medical condition that you may find to be interest. We may also send you information describing other health- related goods and services that we believe may interest you. In addition, your name and address may be used to send you a newsletter about our practice and the services we offer. You may contact our office to request that these materials not be sent to you.

Other uses and disclosures require your authorization- disclosure of your health information or its use of 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, you decision to revoke the authorization will not affect or undo any use or disclosure of information that occurred before you notified us or your decision.

Individual Rights

You have certain rights under federal privacy standards, these include:

- The right to request restrictions on the use and disclosure or your protected health information.
- The right to receive confidential communications concerning you medical condition and treatment.
- The right to insect and copy your protected health information.
- The right to amend or submit corrections to your protected health information.
- The right to receive an accounting of how and to whom your protected health information has been disclosed.
- The right to receive a printed copy of this notice.

Athens Pediatrics' Duties- We are required by law to maintain the privacy of your protected health information and to provide you with this notice of privacy practices. We also are required to abide by the privacy policies that are outlined in this notice.

Right to Revise Privacy Practices- As permitted by law, was reserve the right to amend or modify our privacy policies and practices. These changes in our policies and provide you with a revised notice on your next office visit, unless the revisions are not significant. The revised policies and practices will be applied to all protected health information that we maintain.

Requests to Inspect Protected Health Information- You have a right to request us to restrict how we use and disclose your protected health information. We are not required by law to agree with your request restrictions in certain situations. These situations include emergency treatment, disclosure to the Secretary of the Department of Health and Human Services, and any described on the front page of the notice. However, if we decide to grant your request, we are bound by our agreement.

Complaints- If you would like to submit a comment or complaint about our privacy practices, you can do so by sending a letter outlining your concerns to:

HIPAA Privacy Officer Athens Pediatrics PLLC 111 Epperson Street Athens, TN 37303

If you believe that your privacy rights have been violated, you should call the matter to our attention by calling Athens Pediatrics at 423-745-5955, or by sending a letter describing the cause of your concern to the address provided. You may also address any complaint to the United States Secretary of Health and Human Services. You will not be penalized or otherwise retaliated against for filling a complaint.

Immunization Policy Athens Pediatrics' Vaccine Policy Statement

We firmly believe in the effectiveness of vaccines to prevent serious illness and to save lives.

We firmly believe in the safety of our vaccines.

We firmly believe that all children and young adults should receive all recommended vaccines according to the schedule published by the Center for Disease Control and the American Academy of Pediatrics.

We firmly believe that vaccinated children and young adults may be the single most important health promoting intervention we perform as health care providers, and that you can perform as parents/guardians. The recommended vaccines and their schedule given are the results of years of scientific study and data gathered on millions of children by thousands of our brightest scientists and physicians.

We firmly believe, based on all available literature, evidence and current studies, that vaccines do not cause autism or other developmental disabilities. We believe that the preservatives in vaccines are safe and do not cause autism or other developmental disabilities.

These things being said, we recognize that there has always been and will likely always be controversy surrounding vaccination. Indeed, Benjamin Franklin, persuaded by his brother, was opposed to smallpox vaccine until scientific data convinced him otherwise. Tragically, he had delayed inoculating his son Franky, who contracted smallpox and died at the age of 4, leaving Ben with a lifetime of guilt and remorse. Quoting Mr. Franklin's autobiography:

"In 1736, I lost one of my sons. A fine boy of four years old, by smallpox... I long regretted bitterly, and still regret that I had not given it to him by inoculation. This I mention for the sake of parents who omit that operation, on the supposition that they should never forgive themselves if a child died under it, my example showing that the regret may be the same either way, and that, therefore, the safer should be chosen."

The vaccine campaign is truly a victim of its own success. It is precisely because vaccines are so effective at preventing illness that we are even discussing whether or not they should be given. Because of vaccines, many of you have never seen a child with polio, tetanus, whooping cough, bacterial meningitis or even chicken pox, or known a friend or family member whose child died of one of these diseases. Such success can make us complacent or even lazy about vaccinating. But such an attitude, if it becomes widespread, can only lead to tragic results.

Over the past several years, many people in Europe have chosen not to vaccinate their children with the MMR vaccine after publication of an unfound suspicion (later retracted) that the vaccine caused autism. As a result of under immunization, there have been small outbreaks of measles and several deaths from complications of measles in Europe over the past several years.

Furthermore, by not vaccinating your child you are taking selfish advantage of thousands of others who do vaccinate their children, which decreases the likelihood that your child will contract one of these diseases. We feel such an attitude to be somewhat unfair.

We are making you aware of these facts not to scare you or coerce you, but to emphasize the importance of vaccinating your child. We recognize that the choice may be a very emotional one for some parents. We will do everything we can to convince you that vaccinating according to the schedule is the right thing to do. However, should you have doubts, please discuss these with us before your visit. In some cases, we may alter the schedule to accommodate parental concern or reservations. Please be advised, however, that delaying vaccines goes against expert recommendations, and can put your child as risk.

Finally, if you should absolutely refuse to vaccinate your child despite all our efforts, we will ask you to find another health care provider who shares your views. We do not keep a list of such providers, and we would not recommend any such physician.

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

Sincerely,

Melanie Long FNP Joy Asbury FNP

Rachel Worley, MD, FAAP Kathryn Klopfenstein, MD



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Melanie Long, FNP Joy Asbury, FNP Kathryn Klopfenstein, MD Rachel Worley, MD, FAAP

> 111 Epperson Street Athens, TN 37303

> > 423 745-5955 Fax 423 745-6423

June 28, 2023

To the Parents of Attention Deficit Disorder/ADD/ADHD Patients:

- 1. We must do a yearly Physical Examination on your child to continue medications.
- If seeing your child for the first time for ADD/ADHD medication, you will need to be seen in one
 month. If there are changes in the medication, you will need to schedule follow up for one month,
 unless the provider states differently. These are insurance rules and safest for your child.
- 3. Once stable on medication, we need to see each child every 3 months for evaluation. You will be given prescription(s) for each of the three months. We will electronically send them to the pharmacy of your choice.
- 4. Please call when you fill the last prescription to make the appointment for the next evaluation. We will try to schedule your child as quickly as possible. If you fail to schedule an appointment in a timely fashion or miss a scheduled appointment, your child may be forced to go without their medication. We understand that there are circumstances that are beyond your control. In this instance we will call in a one-month prescription. This will only be done ONCE.
- 5. We will be checking your child physically and discussing with you how your child is doing with their ADD/ADHD at home and at school. We periodically request feedback from the teacher at visits. These evaluations are helpful in ensuring that your child is well managed with their current treatment.

Thank You.

Rachel Worley, M.D. Melanie Long, FNP, CS Patricia Joy Asbury, FNP, C

By signing, I acknowledge that I have read the above statement and agree to these terms.

Child's Name:

Parent's Name:

Date:

Advance Vaccine Consent

In accordance with Tennessee Code Annotated 63-1, my signature below indicates that I consent for Athens Pediatrics, PLLC and its staff to provider vaccinations for my child/children. I attest that I am the parent or legal guardian of the following child/children: I consent for (check one) ☐ All vaccines recommended for my child by the AAP. Athens Pediatrics, PLLC will not administer vaccines that are not recommended by American Academy of Pediatrics (AAP). ☐ All vaccines recommended for my child by the AAP, Except for I understand that I can review the vaccine information sheets (VIS) at Athens Pediatrics, PLLC or by going to https://www.immunize.org/vis/ I understand that having my signature on file with Athens Pediatrics, PLLC in this way means that non-parent, non-legal-guardian caregivers who bring my child to appointments where vaccinations may be given need not provide formal consent for vaccines. My written consent as a parent/legal guardian is adequate for vaccination. Parent Signature Parent Name (print) Date The caregiver(s) listed below are authorized to seek medical care for my child/children at Athens Pediatrics, PLLC. This includes scheduling and canceling appointments, attending medical appointments and making medical decisions in my absence. This consists of, but not limited to, necessary medications, procedures and vaccinations. I understand that I can revoke this authorization for any or all of these individuals at any time by contacting the office @ 423-745-5955. Relationship Caregiver Fill Name Contact Information