New Patient Intake Form (Please Print)

You may directly type into the form. Make sure to save on your computer to print and bring on your appointment, or email to us in advance at info@lynkpediatrics.com for faster registration.

Preferred Phone # to call you _____ Today's Date: _____

Patient Name: _____ Sex: _____ Birthdate: _____

Email Address (Parent) Required for Important / Special Communications: _____

Race (check one): ☐ American Indian ☐ Alaska Native ☐ Asian ☐ Native Hawaiian or Other Pacific Islander
☐ Black or African American ☐ White ☐ Hispanic or Latino ☐ Other Race ☐ Refuse to Report

Insurance: _____ **Subscriber Name:** _____ **ID#:** _____ **Group#:** _____

If this is for a child 19 years old or younger, please check the appropriate answer:

Is the child enrolled in Medicaid? ☐ Yes ☐ No Does the child have health insurance? ☐ Yes ☐ No

Is the child an American Indian or Alaskan native? ☐ Yes ☐ No

How did you hear about our practice?

☐ Bing ☐ Doximity ☐ Facebook Advertisement ☐ Facebook Post ☐ Google Advertisement ☐ Google Listing
☐ Healthgrades ☐ Instagram ☐ LinkedIn ☐ Print Ad – Newsletter or Magazine ☐ Referral – Hospital / Medical Institution
☐ Referral – Friend / Family ☐ WebMD.com ☐ Yelp ☐ Other _____

What made you decide to come to us (this will help us assess our marketing efforts): _____

PARENT / GUARANTOR / GUARDIAN INFORMATION

Patient/Parent/Guarantor _____ Sex _____ Birthdate: _____ SSN: _____

Home Address: _____ Home Phone: _____

City: _____ State: _____ Zip: _____ Marital Status: _____

Employer: _____ Work#: _____ Cell Phone: _____

Second Parent/Spouse: _____ Sex _____ Birthdate: _____ SSN: _____

Address: _____ Home Phone: _____

City: _____ State: _____ Zip: _____ Marital Status: _____

Employer: _____ Work#: _____ Cell Phone: _____

Others in the family that we need to update: _____

PHARMACY you use & address: _____

What is your language of choice? _____

EMERGENCY CONTACT INFORMATION *(Not living in the same household)*

Contact: _____ Relationship to patient: _____

Work/Cell Phone: _____ Home Phone: _____

I authorize Lakeside Youth N Kids Pediatrics to give my child or myself reasonable and proper medical care. I authorize the release of any medical or other information necessary to process insurance claims. I authorize payment of medical benefits to Lakeside Youth N Kids Pediatrics, with the signature below on file in place of the original on submitted insurance claims. I have read, understand and agree to the practice policies.

My signature is also acceptance of all policies of the office.

_____ _____

Signature (or **Initial** for **Electronic Version**) of Patient, Parent or Guardian Today's Date

Practice Policies

1. Our office will file claims with primary insurance carriers with whom we have contracts; *however, the guarantor is responsible for all fees*, regardless of insurance coverage. (**We will not be responsible for submitting to secondary insurance carriers.)**
2. Insurance cards are required to bill. *If we don't have an insurance card you will be considered self-pay, therefore non- emergency appointments must be rescheduled or the full amount due must be paid at the time of completed services.*
3. **It is the insured's responsibility to know your health plan and its benefits; some plans do not cover routine or well child exams, immunizations, vision screening, developmental screening, teen screens, that we use in accordance with AAP guidelines. It is also your responsibility to list the correct primary care provider (PCP) on your insurance plan.**
4. **Co-payments or coinsurance, deductibles and payments for non-covered services are required at the time of service, per insurance regulations. A $20 fee could be assessed if your co-pay is not collected at the time of the appointment.**
5. *If we find that you do have a high deductible plan, **please be prepared to pay your portion toward the deductible** at the time of your appointment.* ***We do not make payment plans.***
6. Charges denied for any reason by the EXPLANATION OF BENEFITS of your insurance company are due upon receipt. *If you are not in agreement with your insurance company, you must pay for the services rendered and wait for reimbursement from your insurance company*. We will be glad to resubmit the claim for you or help you if we can.
7. We accept cash, checks, Visa, MasterCard, Discover and American Express.
8. The charge for all returned checks will be at least $20 per check plus any additional charges that the bank charges will be added to the $20 fee.
9. *Any balance over 30 days will be assessed a $5.00 service charge, per month.* This is not covered by your insurance and is your responsibility. ***Well-child appointments, physicals and immunizations for the patient and family members cannot be made until all accounts are brought current.***
10. Accounts more than 90 days past due, may be turned over to a collection agency. Any costs or legal fees to recover due services are also the responsibility of the guarantor.
11. Our office will not become involved in any legal agreements between divorced or separated parents, unless legally required to recover due services. *The parent or guardian, who brings the child in, is responsible for the account.*
12. Patients are seen by appointment only; we will try our best to accommodate patients on the same day.
13. Each patient has his or her own appointment. If a brother, sister or parent needs medical attention, a separate appointment (with appropriate co-pay) is required and must be made in advance.
14. We would prefer that we have all previous records before we will schedule an appointment for a physical/well child check.
15. Appointments may be rescheduled at any time, due to emergency or unforeseen events. Our office will try to inform you as soon as possible to avoid causing you any inconvenience.
16. Patients arriving over 5 minutes late for a sick appointment or 10 minutes late for a physical/well child check may be rescheduled for a later time and could be assessed a fee if you do not show up for your appointment.
17. ***A $50 fee could be assessed for no show Well-Appointments/Physicals and/or ½ hour or longer appointments.*** Your insurance company will not pay for these charges. These charges must be paid before your next scheduled appointment. After 3 no shows, you may be dismissed from the practice.
18. If someone other than a parent or legal guardian needs to bring in a child for a **sick visit**, there must be a written Permission to Treat on file. **There are no exceptions to this policy**. *This cannot be used for Well-Child physicals –a parent or legal guardian must accompany the child for this type of visit.*
19. School or work excuses will not be written unless the patient has been seen by one of our providers.
20. Prescriptions for antibiotics will not be called in or any other prescription without seeing the patient in the office first.
21. Please allow up to 3 days for medication permission forms to be filled out by your doctor.
22. If the medication is for an Epi Pen, you must also fill out the Allergy & Anaphylaxis Health Care Plan to go with the Epi Pen medication form. (you can find this on our website-lynkpediatrics.com)
23. If the medication is for an asthma medication (ie; inhaler), you must also fill out the Colorado Asthma Action Plan. (you can find this on our website-lynkpediatrics.com)
24. Please allow up to 3 days for school/daycare/sports forms to be filled out by your doctor/provider.
25. Refills for ADD/ADHD medication will not be extended due to missing or forgetting to schedule med check appointments.
26. If you have an appointment for a med check for ADD/ADHD, the Vanderbilt or Acters forms need to be turned into the office at least 3 days prior to the appointment. If these forms are not received, your appointment will be rescheduled until you get the forms completed and turned into the office.

Any deviation of the above policies may be altered or waived only with written approval of Lakeside Youth N Kids Pediatrics.

Patient Acknowledgement of Receipt of Notice of Privacy Practices And Consent / Limited Authorization & Release From

You may refuse to sign this acknowledgement & authorization. In refusing, *we may not be allowed* to process your insurance claims or to contact you regarding appointments, results or billing.

Date:_____ Name of patient (**print**):_____DOB:_____

The undersigned acknowledges receipt of a copy of the currently effective Notice of Privacy Practices of Lakeside Youth N Kids Pediatrics. A copy of this signed, dated document shall be as effective as the original. ***MY SIGNATURE WILL ALSO SERVE AS A PROTECTED HEALTH INFORMATION DOCUMENT RELEASE SHOULD I REQUEST TREATMENT OR INFORMATION BE SENT TO OTHER PROVIDERS / FACILITYS IN THE FUTURE.*** **I fully understand that this consent will remain valid until revoked in writing by me.**

Please ***sign*** your name (or **initial** for electronic version):_____

Legal Representative:_____ Description of Authority: _____

PLEASE LIST ANY OTHER PARTIES WHO CAN HAVE ACCESS TO YOUR HEALTH INFORMATION:
(This includes parents, step parents, grandparents, spouses, significant others, and any care takers who can have access to this patient's records)

Name:_____ Relationship:_____

Name:_____ Relationship:_____

If you need more space please list them on the back of this form

I,_____, give my permission for Lakeside Youth N Kids Pediatrics to leave phone messages and/or text messages regarding my medical care/account information.

How would you prefer to receive ***normal*** test results?

☐ Phone Phone Number: _____ ☐ Cell ☐ Home ☐ Work

☐ Text Cell Phone: _____

How would you prefer to be informed that test results are available, with appointment reminders or with billing questions and to contact our office for more information?

☐ Phone Phone Number: _____ ☐ Cell ☐ Home ☐ Work

☐ Text Cell Phone: _____

☐ Email Email: _____

Office Use Only

As Privacy Officer or representative, I attempted to obtain the patient's (or representative's) signature on this Acknowledgement but did not because:

☐ It was emergency treatment ☐ I could not communicate with the patient
☐ The patient refused to sign ☐ The patient was unable to sign because _____
☐ Other (please describe) _____

_____
Signature of Privacy Officer or Representative
(Or **Initials** for Electronic Version)