



Denise Nakos, MD • Beatrice Wilder, MD • Charles C. Richards, MD
Noureen Husain, MD • Pooja Chandra, MD • Yvonne Ibe, MD

Dear Parents:

Congratulations on the birth of your new baby! You are now beginning a very rewarding chapter of your life – Parenthood. Cobb Pediatric Associates has been a part of the Cobb County Health Community for over 32 years with a dedication to provide quality medical care for your infants, children, and adolescents. Children are our future and it is our goal to maintain a friendly, professional and responsive relationship with you to better serve your family's medical needs.

We ask parents of newborns to assist us in the registration process with their insurance information prior to the baby's first visit. Your baby's first office visit can be overwhelming with the many things new parents must remember (not to mention while being sleep deprived). We are your child's health care provider first, and his/her health remains our number one concern. However; we are in business, with employees and overhead that must be met. Your help in the registration-eligibility process will insure fewer mistakes with the original claim and a quicker response from your insurance carrier, which helps to establish a good base in our relationship for the future.

If you would like for us to bill your insurance company, please fill out the information all of the forms in this packet, and give to our Insurance Representative at the time of your visit, or mail to the office. Prior to coming to our office, you may wish to review our office policies, including our policy regarding childhood vaccines. Please remember, if we are unable to file your insurance claim, you will be required to pay your balance at the time of service. Your cooperation in this matter is appreciated.

Sincerely,

Cobb Pediatric Associates, P.C.

1060 Windy Hill Rd, Suite 200, Smyrna, GA 30080 770-941-7709



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**PERMISSION TO SEND PATIENT HEALTH INFORMATION (PHI)
BY UNENCRYPTED EMAIL**

Per 2023 guidelines of the US Department of Health and Human Services all individuals have a right to receive a copy of their Patient Health Information (PHI) by unencrypted e-mail, if the individual requests access in this manner. In such cases, there is some level of risk that the individual's Patient Health Information (PHI) could be read or otherwise accessed by a third party while in transit. The practice will not be held liable for breach or disclosures of such information that might occur in transit. Further, the practice is not responsible for safeguarding the information once delivered to the individual.

By signing below, I confirm that I fully understand the risks of sending Patient Health Information by unsecured email and request to receive the PHI by unencrypted e-mail.

SIGNATURE Parent/Guardian of Patient

Date

PRINT Parent/Guardian of Patient



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Pharmacy Records Authorization

I authorize Cobb Pediatric Associates and its staff to obtain and review my child’s pharmacy and prescription records. This includes medication history and dispensing information from pharmacies, pharmacy benefit managers, insurers, and the Georgia Prescription Drug Monitoring Program (PDMP), as permitted by law, for the purposes of treatment and medication management throughout my child’s care with this practice.

Parent/Legal Guardian Signature: _____ Date: _____

Surrogate Signature: _____ Date: _____

Patient Registration Form
COBB PEDIATRIC ASSOCIATES, P.C.

PATIENT'S NAME: _____

<i>Parents</i>	<i>Mother/Parent 1</i>	<i>Father/Parent 2</i>
Full Name		
Date of Birth		
Marital Status		
Home Address, Street		
City, State, Zip, County		
Home or Primary Phone		
Cell Phone No.		
Work Phone No.		
Email Address		
Employer Name		
Employer Address, Street		
City, State, Zip, County		
Nearest Relative and Phone No. (home & cell)		

<i>Child's Information</i>	
Date of Birth	
Gender	
Race	
Ethnicity	
Preferred Language	
<i>Name all siblings seen by our providers</i>	

I, _____, have received a copy of Cobb Pediatric Associates, PC's Notice of Privacy Practices, Financial Policy, and Appointment Cancellation Policy. **I understand that I have the right to refuse to complete and sign this form; however, by doing so, I am required to pay for services to Cobb Pediatric Associates, PC in full at the time of the service.**

*Signature: _____ Date: _____

MEDICAL HISTORY

Child's Name: _____ DOB: _____

Medications: _____

Allergies (medications, foods, etc.): _____

Are child's immunizations up to date? yes no

BIRTH HISTORY (only need to complete if child is less than 5 years old)

Hospital where child was born: _____	
Birth weight: _____	Discharge weight: _____ vaginal <input type="checkbox"/> C-section <input type="checkbox"/>
Gestational age (weeks old at birth): _____	Reason for C/S (if applicable): _____
Hep B given? yes <input type="checkbox"/> no <input type="checkbox"/>	Hearing screen passed? yes <input type="checkbox"/> no <input type="checkbox"/>
Mom's pregnancy health: _____	
Complications with infant: _____	
NICU? yes <input type="checkbox"/> no <input type="checkbox"/>	_____

PAST MEDICAL HISTORY

Hospitalizations: _____					
Surgeries: _____					
ADHD/ADD	<input type="checkbox"/>	Cancer (list type)	<input type="checkbox"/>	Kidney Disease	<input type="checkbox"/>
Allergies	<input type="checkbox"/>	Cerebral Palsy	<input type="checkbox"/>	Learning Disability	<input type="checkbox"/>
Anemia	<input type="checkbox"/>	Diabetes	<input type="checkbox"/>	Migraines	<input type="checkbox"/>
Asthma	<input type="checkbox"/>	Eczema	<input type="checkbox"/>	Seizures	<input type="checkbox"/>
Autism	<input type="checkbox"/>	Freq. Ear Infections	<input type="checkbox"/>	Sickle Cell Disease	<input type="checkbox"/>
Bronchiolitis	<input type="checkbox"/>	Heart Defect	<input type="checkbox"/>	Urinary Tract Infections	<input type="checkbox"/>
Other:	_____				

MEDICAL HISTORY

FAMILY HISTORY (note F - father, M - mother, S - sibling, GF - grandfather, GM - grandmother)

ADHD/ADD _____	Depression _____	Migraines _____
Allergies _____	Diabetes _____	Seizures _____
Anemia _____ (not iron related)	Heart Attack _____ (list age of occurrence)	Sickle Cell Disease _____
Asthma _____	High Blood Pressure _____	Sickle Cell Trait _____
Autism _____	High Cholesterol _____	Stroke _____ (list age of occurrence)
Bleeding Disorder _____	Kidney Disease _____	Sudden Cardiac Death _____ (list age of occurrence)
Cancer (list type) _____	Mental Illness _____	Thyroid Disease _____
Other: _____		

SOCIAL HISTORY

Household Members: _____

Who is primary caretaker(s) or has custody of child: _____

Childcare: Attends school/preschool

Attends daycare

Stays home

Pets Yes No

Smokers (including outside) Yes No

Comments: _____

HOW DID YOU HEAR ABOUT COBB PEDIATRIC ASSOCIATES?

From a friend (word of mouth) <input type="checkbox"/>	Google <input type="checkbox"/>
Insurance Company <input type="checkbox"/>	Another doctor (OB/GYN) <input type="checkbox"/>
Facebook <input type="checkbox"/>	Other _____

Patient Agreement for Communications

I, _____, understand that as part of the healthcare of my child/children listed below

Cobb Pediatric Associates, PC will need to contact me from time to time for the purposes of reminding me of an appointment, relaying the results of a test, advising me of special precautions and measures that I need to follow, etc. I hereby authorize *Cobb Pediatric Associates, PC* to contact me in the following ways:

(Check all that apply and provide numbers/e-mail addresses)

___ Home Phone: _____ Leave voice mail? __yes__ no

___ Mobile Phone: _____ Leave voice mail? __yes__ no

___ Office Phone: _____ Leave voice mail? __yes__ no

___ E-mail Address: _____

___ Fax: _____

My child's condition and medical information may be discussed with the following person(s) on my behalf:

1. Name/Relationship _____

2. Name/Relationship _____

3. Name/Relationship _____

I understand that *Cobb Pediatric Associates, PC* will use the minimum necessary information needed when communicating indirectly. I understand that I have the right to revoke or amend this agreement at any time. Any revocation or change will not apply to any communications already completed. I understand that *Cobb Pediatric Associates, PC* will not share this information with any third party vendors or parties at any time.

Parent/Guardian's Signature Date



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AUTHORIZATION TO TREAT MINOR

I, _____,
(print first, middle, last name)

legal parent or guardian of _____,
(print first, middle, last name of minor child)

give my permission to the following person, to seek medical treatment for my child.

(print first, middle, last name of surrogate)

I certify surrogate named above seeking medical attention for my child is an adult, over
the age of eighteen (18).

This authorization shall remain in effect until I cancel this permission in written form.

Date _____
Parent/guardian signature

Date _____
Surrogate signature



FINANCIAL POLICY

There have been numerous changes in health care in the past few years, making it more difficult for us to receive payment for the services that we provide. Therefore, the following is a list of guidelines that are necessary for us to enforce in order to continue to provide high quality care and make your visit as pleasant as possible. **PLEASE READ ALL INFORMATION AND SIGN YOUR ACKNOWLEDGEMENT OF READING THIS POLICY IN BOTH AREAS INDICATED ON THE FOLLOWING PAGE.**

1. We will collect your co-pay, deductible, uncovered services or percent responsibility at the time of your visit. A \$25.00 service fee will be charged to you should you fail to pay your copay at the time of service.
2. Please be very thorough in giving us your insurance information if you wish us to file your claims on your behalf. Always bring your current insurance card and any authorization needed that you may have. You will be responsible for any unpaid balances due to lack of information.
3. We will file your insurance claims for you. It is your responsibility to make sure we receive prompt payment from them (within 30-45 days is usual). It is useful to maintain frequent contact with your insurance carrier to make sure they are paying, as they should.
4. Your insurance company will send you an Explanation of Benefits (EOB) that explains what they have paid to our office. This is a record that you must keep on file. If you do not agree with their payment, please contact the insurance company.
5. During the well visit, the physician may discover a "condition" or illness that requires diagnosis, treatment or follow-up. Charges for this will be covered as an illness visit by insurance, which may require a copay or co-insurance or deductible to you. Determination of any patient responsibility comes from the insurance company according to your policy benefits.
6. If your insurance denies payment for any reason, you will be asked to pay by check, cash, and money order, Visa, MasterCard, Discover or American Express. If you do not pay in a timely fashion, your account will be placed into collections with our collection agency, Diversified Accounts Systems, Morrow, Georgia.
7. SELF-PAY PATIENTS: This category includes those people with no insurance and those patients who have an indemnity plan and wish to file their own insurance. To assist those patients with no insurance, our office will apply a 10% (ten percent) discount toward the office visit charge, excluding any laboratory fees, injections, etc. To qualify for this discount, you must make payment in full on the date of service. Due to the cost of maintaining and billing your account, we cannot apply this discount once you have left the office.

Payment for medical services is expected before the service is rendered. We accept cash, check, money order, Visa, Mastercard, Discover, and American Express. If you will not be able to pay for



services in full at the time of service, you must make payment arrangements prior to coming to see the provider. If you have no prior agreement with our office, payment in full paid in advance, will be expected. If payment is not possible, we may re-schedule the visit.

8. If your insurance is out of state (except for PPO insurance), you must pay for your visit at the time of service. Most out of state plans pay the patient and will not pay us directly (even if they tell you they will). Payment will be collected up front in full and we will provide you with all the appropriate information to file the claim yourself.

9. It is your responsibility to know what your insurance will or will not pay. You must let the doctor/nurse practitioner know if your insurance company will not pay for routine or well visits, laboratory tests, injections, etc. Our providers will make every effort to work with your insurance requirements; however, we will code your claim/claims according to the diagnosis as determined by the provider.

10. Because of the nature of our specialty, we try to maintain an even patient flow when scheduling. In the event you cannot keep your appointment, you must call our office within twenty four (24) hours of your appointment time. Please see additional handout regarding this policy in detail.

FOR YOUR INFORMATION:

Our practice's policy is to file claims to insurance companies electronically the morning of the next business day following the date of service.

Remember you and/or your employer pay the monthly insurance premiums. Your insurance company is accountable to you, and not this practice. Please do not hesitate to contact them if you disagree with their payment or find out the status of our claims.

If you have any questions regarding our financial policy, please state your questions prior to being seen in the office. You may call (770) 941-7709 to discuss our financial policies.

Parent or Guardian Signature

Date

Note: Our participation with your insurance does not guarantee their payment of your bill.



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Well-Visits and Additional Charges

The providers at Cobb Pediatric Associates agree strongly with the AAP Recommendations that your child should receive regularly scheduled checkups, which may include routine labs and testing of hearing and vision.

Insurance companies have recently changed what they will cover during a checkup. Our billing office has many calls from patients with questions regarding their bills for charges incurred during a “checkup” that are not covered under routine well care. We have created the following list to educate families about what is routinely covered at the preventive care visits and what may result in additional charges and ask that you sign below stating you understand and agree. The list below is examples and may not include all covered services.

- **Measure height, weight, head circumference (depending on age), and plot them on our growth chart. A body mass index (BMI) is calculated for all children older than 3 years.**
- **Thoroughly check body parts and systems**
- **Discuss age related anticipatory guidance**
- **Discuss safety information**
- **Discuss nutrition appropriate for age**
- **Discuss development and growth**
- **Discuss schooling (if age appropriate)**
- **Fill out forms for sports**
- **Refill Medications**

Other concerns that are more complicated and involve more time or expertise such as chronic illnesses such as ADHD, asthma, headaches, stomach pains, ear pain, wheezing, psychological/unusual school problems, or other medical issues usually require a separate code and charge in addition to the check-up. Your insurance company may consider these additional codes and/or charges as two separate visits and they may require co-pay. We practice medicine based on guidelines from the American Academy of Pediatrics. Occasionally, some things such as blood work, other labs and hearing and vision are not covered by your insurance and are put towards your deductible. These billing issues are between *you and your insurance company*, and we always suggest you check with your insurer or HR department BEFORE coming to the doctor to know what is covered by YOUR plan. Cobb Pediatric Associates is not responsible for knowing your individual plan details and files your insurance claim for you as a courtesy.

Your signature below verifies that you agree to and understand that having additional testing may be an added expense for which you will be responsible.

Patient Name DOB

Parent Signature Date