

SEPARATION / DIVORCE POLICY Created 1/1/2014

Here at Westside Pediatric Group, LLP (WPG) it is our priority to care for the well-being of our patients.

WPG is not to be put in the middle of any separation or divorce between parents. The following statements explain the responsibility of the parents and what the staff as well as the physicians at WPG will be able to do for you.

- **Custodial Agreements:** Unless otherwise stated in the Custodial Agreement (a copy of this agreement will be filed in the child(ren)'s chart), both biological parents have the right to schedule or cancel appointments. The office requests a copy of the custodial agreement.
 - You may call the office at any time to see if any appointments have been scheduled, our office does not have the staff available to call you to inform parents of such scheduled appointments.
- **Copies of Medical Records:** If a parent requests copies of the medical record, it is the policy of WPG to have the parent review the record with the physician or office manager. The office staff will schedule the appropriate amount of time in a reasonable time frame that suits the parent as well as the physician or office manager's schedule. Any records copied will be billed at \$.75 per page (no maximum dollar amount) due at the time of completion. WPG is not responsible for what may happen to those records once they leave our office, this could put your child at risk as their protected health information is no longer protected by our practice.
 - All requests for complete medical records should go through your attorney who will request a copy of the medical records on your behalf (only these records would be admissible in a court of law should there be any question).
- **Co-Payments and Deductibles** (as stated in WPG's financial policy): It is the responsibility of the person who brings the child to the appointment to make payment for ALL co-payments and deductibles for that visit.
 - If the parent who brings the child does not pay at the time of visit, a billing statement will be generated and sent to the address provided with a billing fee.
- **Transfer of patient care to another Pediatrician:** The parent who has primary custody of the child(ren) has the ability to sign a release form for record transfer. In the event of joint custody, both parents will need to sign a release form for the record transfer.
 - WPG reserves the right to verify transfer with both parties if they feel this is necessary.

WPG is here to serve our patients. We are not the mediator between parents. We will continue to encourage you to keep your lines of communication open between each other as well as your child(ren). Parents need to come to a mutual understanding or agreement outside of our office regarding the above statements. If an agreement is not reached, WPG cannot be involved, you will need to take this up with Family Court.