



brighton pediatrics

Office Policies

PARENTS: Please initial to indicate you understand each individual policy. If you have questions, please ask a member of our staff.

OFFICE HOURS –We offer a 7am – 8am sick visit walk-in clinic Monday – Friday and also evening hours and Saturday mornings during the busy fall/winter season. Our hours are kept up to date on our website and on our Facebook page.

APPOINTMENTS –

- **Well Visits:** All well-visits must be scheduled in advance. In order to ensure that you get a day and time that works best for you, please try to schedule your child’s well visit as far in advance as possible.
- **Sick Visits:** Our practitioners are available each day for same-day sick visits.
- **Late Arrivals:** Please try to arrive on time for your appointment. If you arrive more than 15 minutes late, we may need to reschedule your child’s appointment.
- **No-Shows:** If, for any reason, you cannot make your scheduled appointment, please call us as far in advance as possible. If you do not cancel and do not show for your appointment, you will be charged a fee in accordance with our financial policy. If you do not cancel or show for two scheduled appointments, we may ask you to find another practice that can better accommodate your needs.

HIPAA NOTICE OF PRIVACY PRACTICES – The law requires that Brighton Pediatrics inform you as to how we may use and share your protected health information and how you may exercise your health privacy rights. We are required by law to maintain the privacy of your health information; give you notice of our legal duties and privacy practices with respect to your health information; and follow the terms of our notice that are currently in effect. You will be asked to sign and acknowledge that you have received our HIPAA Notice of Privacy Practices and that you understand that your health information will be used, shared and disclosed for treatment, payment, healthcare operations, and other purposes as permitted or required by law.

REFERRALS – Please allow up to four days for the completion of Referrals.

VACCINATIONS – Brighton requires that each child is vaccinated according to the schedule recommended by the American Academy of Pediatrics. You will always be provided with the appropriate Vaccine Information Statement (VIS) when a vaccine is given.

AUTHORIZATION TO TREAT MINORS – Brighton will be unable to treat any minor (under the age of 18) without a parent or legal guardian present unless proper written consent is provided (see attached form).

CONTACT INFORMATION – Please inform us as soon as possible of any changes in your contact information (ex.phone number or home address).

Patient Name: _____ Patient Name: _____

Patient Name: _____ Patient Name: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

Witness Signature: _____ Date: _____