



# Guardianship Policy

## FRONTIER PEDIATRIC PARTNERS

### Notice of Guardianship / Medical Decision-Making

- Thank you for choosing **Frontier Pediatric Partners (FPP)** as your child(ren)'s primary care provider. FPP is focused on providing quality medical care to your child(ren), our providers and staff are focused on your child's medical, emotional, psychological and physiological health. FPP is not party to and will not become involved in any legal issues regarding custody of your child(ren) resulting from divorce, separation or legal disputes. Please read the following so that FPP may provide care to your child(ren). FPP providers, nurses, medical assistants, office and billing staff will not partake in domestic issues or disagreements over the phone or in the office.

#### Release of Information

- FPP release of information (ROI) is solely based on the protection of your child(ren) medical records.
- Legal guardian or custodial parents are required to fill out a ROI for medical records.
- A ROI form must be filled out for each child separately. FPP will not combine child(ren) on one form. All signed ROI will be scanned into the patient's electronic medical record.
- FPP will do our due diligence when reviewing ROI ensuring requesting party has authority for records.

#### Legal Documentation

- FPP requires a copy of any/all Court Ordered physical custody and/or changes to the medical decision-making responsible party be on file in the minor child(ren)'s electronic chart.
  - Only in situations where there is a confirmed, documented Court Order will one of the parents/guardians be denied access to the minor child(ren)'s health records or to be present at the child(ren)'s visits at our office.
- FPP asks that each change to the medical decision-making parent/ legal guardian be immediately sent to FPP to update the child(ren)'s charts. Legal documents can be emailed to [office@frontierpediatrics.com](mailto:office@frontierpediatrics.com) or hand delivered to the office.

#### Consent to Treatment

- If the parent or responsible party cannot attend their child(ren's) appointment and must send their child(ren) alone, or with an older sibling, grandparent, or babysitter, please be aware that these other individuals have no legal authority to provide a "consent to treatment" for your child.
- A signed Consent to Treatment form must be filled out naming the person(s) you approve to attend the appointments in your stead prior to the date of service. Form can be found on FPP website.

#### Appointments

- FPP asks that all parents and/or legal guardians to communicate with each other about the child(ren)'s care, office visit dates and any other pertinent information relevant to the patient.
- FPP respectfully asks that parents and/or legal guardians communicate visit information to each other for the well-being of the child(ren). Our providers will not routinely call the non-attending parents to pass along visit information.

- FPP respectfully asks that all decisions regarding the child(ren)'s appointments, vaccinating and/or any office procedures be agreed upon prior to the child(ren)'s appointment.
- FPP will not call the other parent for consent regarding appointments scheduled, restrict either parent's involvement in the child(ren)'s care unless authorized by law.
- FPP will not tolerate appointment scheduling/canceling patterns of behavior between custodial parents or legal guardians.

### Responsible Party

- FPP requires that payment in full is due at the time of service: copays, deductibles, coinsurance or any additional fees charged by your insurance are due at the time of service regardless of which custodial parents or legal guardian is responsible for medical expenses.
- FPP is not a party to divorce agreements and will collect payment from the parent who brings the child(ren) to their visit.
  - If the divorce decree requires the other parent to pay all or part of the treatment costs, it is the authorizing parent's responsibility to collect from the other parent. Any disputes about payment that end up in the collection process will be due at the next time of service, if there is nonpayment there is a potential that the patient will not be seen.
- If FPP feels any of the above points are becoming an issue and/or compromising patient care, FPP reserves the right to discharge the family from the practice.