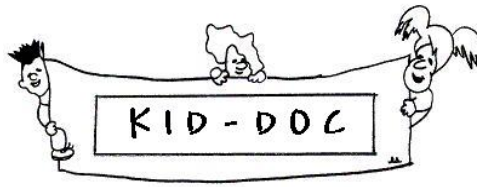


PEDIATRICS

Dr. Shahzad A. Sheikh, MD, FAAP
Pediatric and Adolescent Medicine

Notice of Privacy Practices (Use and Disclosure of Protected Health Information) and Financial Policy



PEDIATRICS

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OFFICE FINANCIAL POLICY

PAYMENTS

INSURANCE

APPOINTMENTS

BILLS

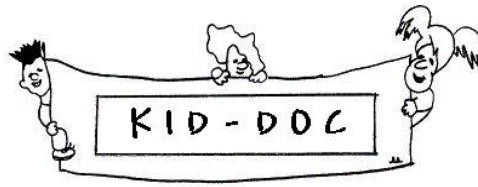
HARDSHIP

FORM FEES/LATE FEES

SCHOOL FORMS - IMMUNIZATION RECORDS - RECORDS - FAXES

We receive many requests for records and forms to be completed, mailed, faxed or picked up. We are here to help with these needs. There will be no charge on forms or immunization records at time of service (2-page limit).

If you are mailing/calling/faxing for forms or records, then we ask that you please call us in advance, as it can take up to 5 business days for completion. Please note that there is a nominal charge for this service, as it requires the staff to pull the patient's chart, review the request, prepare the



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form and transmit the information. Your insurance company does not pay for these services, they are your responsibility.

Paperwork fees:

1. School / Camp /Sports Physical Forms	\$10.00
2. Immunization Record/Fax	5.00
3. Daycare Medication forms	5.00
4. Billing forms	5.00
5. Computer chart summary*	25.00
6. Medical Records/chart copy* pages \$0.10 each)	25.00 (First 20 pages, subsequent
7. URGENT status	30.00
8. FMLA/ HR forms	20.00

Billing - Late / Collection fees:

1. Returned checks	\$25.00
2. 30 Day late fee	10.00
3. 60 Day late fee	10.00
4. 90 Day late fee	10.00
5. Missed appointment	25.00

These fees cover our expenses for delivering the service. **Remember that all of these services are included with an office visit, if requested during the office visit for that child, except the ones that have a (*).**