



# Tots n Teens Pediatrics PLLC

**Every child is special here !**

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## Custody Policy

Purpose: This policy is established to provide guidance regarding the management of situations involving custody matters. The primary goal is to prioritize the best interests of the child while maintaining a neutral and professional approach in compliance with applicable laws and ethical standards.

### 1. Neutrality and Legal Compliance:

- Tots n Teens Pediatrics PLLC will adopt an impartial stance in custody disputes, refraining from taking sides or favoring any party involved. Unless subpoenaed, [Pediatric Practice Name] will not participate in legal proceedings, provide opinions on custodial matters, write letters of recommendation, or engage in any activity that may influence legal decisions. The practice will adhere to all relevant local, state, and federal laws regarding custody and parental rights. This includes compliance with court-issued documents, custody agreements, and legal directives.

### 2. Communication Protocol:

- In person visits:

- All communication related to the child's medical care will be conducted with the parent(s) present during the visit, unless there is a court order indicating otherwise. A parent may ask to meet independently with the provider during the visit when requested. If a parent is not present

during the visit and they want to speak with the provider regarding the visit, they must schedule an appointment.

- If requested, a copy of the chart note will be provided (fees may apply). Once the visit is complete and the chart note is closed, changes cannot be made to the documentation. If a parent calls back and has additional information for the provider, this will be documented as phone message in the medical record.

- **Information Sharing:**

- Information will be given to the parent accompanying the child to the visit and it is the responsibility of that parent (partner) to share the information with the other parent. The provider cannot communicate / speak to the non presenting parent (partner) after the visit. We will only allow one email address on the account. Tots n Teens Pediatrics PLLC will not determine this choice and expects both parents to produce a shared decision. We suggest making a neutral password for the portal account so both parents can share the account under the chosen email.

- **Scheduling appointments:**

- Both parents will be allowed to schedule appointments for their child, unless a custody agreement states otherwise.

### 3. Confidentiality:

- Patient confidentiality will always be maintained in accordance with the Health Insurance Portability and Accountability Act (HIPAA) regulations. Information regarding the child's healthcare will not be disclosed to non-custodial parents without proper authorization, unless required by law.

### Approval:

This policy is approved by Tots n Teens Pediatrics PLLC and is effective as of 1-1-2020. All families and staff are expected to adhere to the principles outlined in this policy.

## Patient Responsibility: Labs, Medications, and Referrals

Policy for Labs, Medications and Referrals Not Covered by Insurance Objective: The primary objective of this policy is to outline the responsibilities of pediatric patients and their guardians in cases where laboratory tests, medications and specialist referrals are not covered by insurance.

### Financial Responsibility:

1. Patients and guardians are responsible for understanding their insurance coverage and limitations, including copayments, deductibles, and exclusions related to laboratory tests, medications and specialist referrals.
2. In cases where a laboratory test, medication or specialist visit is not covered by insurance, the patient or guardian will be responsible for the full cost of the service, medication or visit.
3. Tots n Teens Pediatrics PLLC is not responsible for ordering labs or medications that may not be covered under a patient's insurance plan.
4. Tots n Teens Pediatrics PLLC is not responsible for referring to a specialist that is out of network or not covered by the patient's insurance.
5. Tots n Teens Pediatrics PLLC is not responsible for any orders that the patient specifically requests or requests independently of the PCP.