



Policy for Divorced or Separated Parents

PATIENT NAME _____

- 1. The doctor, orthodontic assistants, office and billing staff will not be put in the middle of domestic issues or disagreements over the phone or in the office.***
- 2. Please make decisions regarding appointments and any other office procedures prior to calling or visiting our practice.***
- 3. Only in situations where there is a confirmed, documented COURT ORDER will one of the parents be denied access to the minor child's orthodontic treatment records or visits at the office. ADAMS ORTHODONTICS must have a copy of this Court Order on file in the minor child's electronic chart.***
- 4. If there is NOT a court order on file with our office, either parent or legal guardian can sign a "Consent to Treat" form that authorizes any named individuals (like grandparents, nannies etc.) to bring your child into our practice and, be present during the visit and consent to any treatment during that visit. We will not be involved in any disputes regarding named individuals on the consent forms unless instructed by the court. Either parent or legal guardian can schedule and appointment for their child, be present for the visit and/or obtain a copy of the visit summary. (Subject to a medical records fee)***
- 5. ADAMS ORTHODONTICS considers each parent's financial records private to that parent unless we have a documented COURT ORDER on file specifically stating that all financial records can be accessed by a named parent or guardian.***
- 6. The parent who brings the child in for treatment will be held accountable for any charges incurred. All charges are due at the time of service regardless of which parent is responsible for medical***

expenses. We are not a party to your divorce agreement. We will collect payment from the parent who brings the child to their visit. Please do not ask our office to collect payments from a parent who is not at or maybe unaware of the visit. Please do not ask the other parent to call and discuss the financial matters with our office. If the divorce decree requires the other parent to pay all or part of the treatment costs, it is the authorizing parents' responsibility to collect from the other parent. Any disputes about that payment that end up in the collections process will be due at the next time of service or the patient will not be seen.

- 7. It is both parents' responsibility to communicate with each other about the patient's care, office visits dates and any other pertinent information relevant to the patient. It is not the responsibility of ADAMS ORTHODONTICS to communicate visit information to each custodial parent separately. Our provider will not call the non-attending parent following visits. We can provide a copy of the visit summary.*
- 8. If we feel any of the above points are becoming an issue at the office and/or compromising patient care, we have the right to discharge the family from the practice.*

We sincerely appreciate your trust in us to work together in the best interest of the children's health.

Signature: _____ *date* _____

Print name _____

Witness _____