



## Divorced, Separated, or Unmarried Parent Policy

Alaska Center for Pediatrics' goal is to provide and maintain a trusting partnership between practice and families. Being aware of our clinic policy allows for ease in communication and enables us to achieve our goal. We believe that custody matters should not condition a child's medical care. Please read the following policy that ensures your child's care is minimally impacted. If you have any questions, please do not hesitate to ask a member of our staff.

- ACP will assume that both parents have legal custody of the child and each parent may request medical records, unless we receive a legal document to the contrary. Medical records will be considered via written request by a party with legal authority.
  - **We cannot guarantee that copies of medical records will be free of all demographic information, such as home phone numbers and addresses.**
- Appointments must be attended by a parent or legal guardian, unless written consent is provided for the child to be accompanied by another authorized adult. ACP will not call the parent not accompanying the child for consent prior to office visits and treatment. ACP will communicate our findings and plans to the parent, legal guardian, or other authorized adult who is present and will assume that information will be shared with the parent/legal guardian not present at the visit.
  - **ACP will not routinely call the parent/legal guardian not present to share findings.** After Visit Summaries are available via Patient Portal shortly after the child's visit. As needed, ACP will contact the parent/legal guardian not present, unless we are prohibited from doing so by court order.
- ACP will assume that any treatment and/or medication that we prescribe will be given as directed, as failure to do so may jeopardize your child's health. ACP cannot write prescriptions for separate bottles of the same medication to be used at separate homes. Doing so may result in over dosage.
- If you utilize more than one office for your child's medical care, it is your responsibility to ensure medical records are sent to ACP.
- For all families, one parent is designated the financial guarantor and will receive statements. Deductibles, copayments, coinsurances or balances owed will be collected from the accompanying parent, legal guardian or other authorized adult. **The guarantor will ultimately be responsible for any balances owed, regardless of who holds the insurance policy.**
  - **Parents/Legal Guardians are expected to make arrangements between themselves if they plan to split the cost of the patient's medical care. (e.g., we cannot collect half of the current charges and bill the remainder to the other parent/guardian). The responsible party will receive all financial correspondence from us. Please ensure that contact information remains current.**

ACP is here to partner in the medical care for your child. We are not able to provide legal advice. Child custody concerns must be directed to your attorney. Should there be issues between parents that become disruptive to our clinic, your family may be discharged from ACP.