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Subject: Chaperone Accompaniment and Authorization for Medical Visits Policy

To protect our patients and to strictly adhere to **HIPAA (Health Insurance Portability and Accountability Act) privacy regulations**, patients under the age of 18 years must be accompanied to their appointments by a parent or legal guardian. This ensures that confidential medical information is handled appropriately and that informed medical decisions—especially regarding vaccinations—are made by an authorized individual.

If a patient is accompanied by a grandparent or another authorized adult, we must receive **written authorization from the parent or legal guardian prior to the visit**. This authorization must explicitly grant permission for the designated individual to:

- Give and receive confidential medical history and information, and
- Make medical and vaccination decisions on the patient's behalf.

Please note, **authorization must be received before the appointment**. Unfortunately, if we do not have the required documentation on file prior to the visit, we will be unable to see the patient.

In these cases, the appointment will be canceled, and the guarantor will be charged a **\$50 late cancellation fee**.

We understand that this additional step may require advance planning, and we greatly appreciate your cooperation. These measures are in place to safeguard patient privacy, ensure compliance with federal regulations, and allow our providers to deliver safe and appropriate care. If you have any questions or need assistance submitting authorization forms, please contact our office ahead of your scheduled visit. We are always happy to help.

Thank you for your understanding and continued trust in our practice,

Walden Pond Pediatrics Team