

# *Berkeley Pediatric Medical Group*

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[www.berkeleypediatrics.com](http://www.berkeleypediatrics.com)

Welcome to Berkeley Pediatrics! We are pleased that you have chosen us to provide your child's medical care. Our goal is to give the highest quality medical care with a personal touch. We hope you find out practice to be a friendly and helpful medical home for many years to come.

**Office Hours** - Weekdays – 8:30 am to 5:00 pm  
Saturday – 8:30 am to 12:00 pm *Urgent care by appointment only.* Sunday – Closed

**Medical Advice During Business Hours: (510) 848-2566:** If you need medical advice, please call the office or send a message to your provider through our web portal. Your call or message will be returned during regular business hours. Phone calls and messages will be triaged by providers, and more urgent medical needs will be answered first. Providers will return phone calls and web portal messages throughout the day, scheduled appointments permitting. For more urgent matters, please do not use the web portal system—rather, call for advice. Please allow 24-48 hours for responses to web portal messages. Web portal messages are only checked during business hours, so messages sent at night will be seen the next day. Sending a message on a Saturday afternoon would not be seen until Monday morning.

**After Hours Advice and Care: (510) 486-8344:** If your child has an urgent medical need after hours, you can call the Pediatric After Hours Clinic (PAHC) Urgent Care Line. This line is for urgent medical care only. You will speak to an advice nurse, and the physicians of BPMG will be available for additional consultation if necessary. If there is an urgent medical need that cannot wait until the next day, you may be referred to the Pediatric After Hours Clinic (PAHC), which is a pediatric-specific urgent care clinic. This clinic runs by appointment only. If necessary, the advice nurse will help schedule an appointment for you and give you directions to the clinic, which is located in Berkeley.

**Emergent Care: 911 and/or Poison Control 1 (800) 222-1222**  
**Children's Hospital Oakland Emergency Department 747 52<sup>nd</sup> St. Oakland, CA 94609**

In cases of true emergency, call 911. In case of accidental ingestion, call poison control. Our preferred hospital is Children's Hospital Oakland (even for newborns delivered at Alta Bates). The physicians of BPMG have admitting privileges and a close working relationship with the emergency department there.

**Appointment Policy:** Please call in advance to set up appointments, as we cannot see "drop-in" patients. In this way, we can allow plenty of time for each scheduled patient. We are happy to provide same day appointments for urgent medical problems. Be sure to make separate appointment times for each sibling who is to be seen. A longer appointment is allotted for well child visits, since this is a more thorough evaluation, so please call to schedule these appointments several weeks in advance.

**Vaccination Policy:** Berkeley Pediatric Medical Group does not accept families who are unwilling to vaccinate their children. This is against our philosophy of high quality, preventive medicine. Feel free to discuss immunization questions with your physician.

For other useful medical links and general practice information, please visit our web site at:  
**[www.berkeleypediatrics.com](http://www.berkeleypediatrics.com)**. You can also follow us on **facebook** for relevant updates and interesting articles.

We look Forward to Seeing You and Your Child!

**BERKELEY PEDIATRIC MEDICAL GROUP**

1650 Walnut Street, Berkeley, CA 94709  
(510) 848-2566

DATE: \_\_\_\_\_ DOCTOR: \_\_\_\_\_ Primary Spoken Language: \_\_\_\_\_

**CHILD:** \_\_\_\_\_ Gender: M F  
Last First MI Date of Birth

**CHILD:** \_\_\_\_\_ Gender: M F  
Last First MI Date of Birth

**CHILD:** \_\_\_\_\_ Gender: M F  
Last First MI Date of Birth

ADDRESS: \_\_\_\_\_  
Street City/Zip Primary Email

**PARENT:** Mother \_\_\_\_\_  
(Circle one) Father Last First Date of Birth SS# Driver License #

PHONE: ( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
(Circle one) Primary: Cell or Home Secondary: Cell or Home Employer Name & Contact Number

ADDRESS: \_\_\_\_\_  
(If different) Street City/Zip

**PARENT:** Mother \_\_\_\_\_  
(Circle one) Father Last First Date of Birth SS# Driver License #

PHONE: ( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
(Circle one) Primary: Cell or Home Secondary: Cell or Home Employer Name & Contact Number

ADDRESS: \_\_\_\_\_  
(If different) Street City/Zip

**INSURANCE:** Please present insurance card for copying. Primary Insurance is through the parent whose birthday occurs first in the calendar year.

Primary: \_\_\_\_\_  
Name of Insurance Name of Insured & relationship to patient Policy ID/Group number

Secondary: \_\_\_\_\_  
Name of Insurance Name of Insured & relationship to patient Policy ID/Group number

**IN CASE OF AN EMERGENCY CONTACT:** (Other than parent)

\_\_\_\_\_  
NAME PHONE RELATIONSHIP

The information provided is confidential and is intended only for the use of Berkeley Pediatric Medical Group.

I acknowledge receipt of Berkeley Pediatric Medical Group Financial Policy.  
I hereby authorize insurance payment be made directly to Berkeley Pediatric Medical Group for surgical or medical benefits.  
The doctors of Berkeley Pediatric Medical Group and any doctors, hospitals or agents they may designate, have our permission to provide medical and surgical care for our child in our absence.

\_\_\_\_\_  
Date Signature Print name

BERKELEY PEDIATRIC MEDICAL GROUP  
*FINANCIAL POLICY*

A "Patient Information form" is needed for every patient. Please notify us of any change in phone numbers, address or insurance. If applicable, a copy of the insurance card is needed for each patient chart.

**PAYMENT** - Payment for our services is your responsibility. Co-payments specified by your insurance are due at each visit by the accompanying adult. If your child will not be accompanied by an adult, payment should be sent with the child. If you have no insurance or if you have insurance with which we are not contracted, payment in full is due at the time of each visit. Payment for services that are not covered by your insurance carrier, are due in full at the time of each visit. We have found that some insurance plans do not cover Well Care and circumcisions. Please contact your carrier regarding coverage for these services.

**Unless cancelled at least 24 hours in advance, there is a \$50 charge for missed appointments.**

**INSURANCE** - Health insurance is a means to help you with your financial responsibility to pay for health care. Your coverage and benefits are a contract between you and the insurance company. If you have any insurance with which we are not contracted, you will need to pay in full at each visit. We will provide you with the forms you need to be reimbursed directly by your insurance company. If you have an insurance we are contracted with, we will bill that insurance company. **You will be asked to present a current insurance card at each visit.** After billing your insurance company, the remaining balance is your responsibility. **You will receive a statement if your insurance carrier has responded and a payment is due from you.** If we do not have a current insurance card issued to the patient or the wrong primary care physician is listed, you will be asked to pay in full at the time of each visit. Insurance carriers limit the amount of time we can retroactively bill. In order for you to be reimbursed any overpayment, you must provide us with a current insurance card within 30 days of the visit. Please contact the business office prior to any insurance changes.

**Newborn Health Insurance Coverage. Coverage is not automatic.** The parents must add the baby to the insurance policy as soon as possible within the first 30 days of life in order for the baby to be covered on the policy. Newborn health insurance coverage is usually through the mother's insurance and medical group for the first 30 days of life. We are members of **Brown and Toland Medical Group**. If mom is **not** in Brown and Toland Medical Group, you will need to contact the carrier to see if mom and baby can be in different medical groups for the first 30 days. **The baby must be added to the insurance policy as soon as possible within the first 30 days of life for coverage to continue for your child.** If you have HMO insurance, check that one of our doctors is listed as the primary care physician on the card. If you are unable to present a card for the baby at the 2 month visit, you will be asked to pay in full until we have a card. Insurance carriers limit the amount of time we can retroactively bill. In order for you to be reimbursed any overpayment, you must provide us with a current insurance card within 30 days of the visit.

**Statements are sent when there is a balance due from the patient.** Payment is due upon receipt. You can pay your statement online thru your MyChart account or on a Guest Account. The link is available on our website.

It is important that you understand our Financial Policy. If you have any questions or concerns, please feel free to contact the business office, 848-4782.

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Parent's Signature

Date

## Notice of Privacy Practices

All information that is obtained from you by this office is protected and kept confidential. Every reasonable measure to prevent unauthorized disclosure of your protected health information is practiced.

### Uses and Disclosures

- Your protected health information is accessed and used for healthcare related purposes only.
- Your protected health information is never sold, rented, transferred, exchanged, and/or used for non-healthcare related purposes including marketing activities without your written authorization.
- Your protected health information is disclosed to third-party entities without your written authorization for the purpose of treatment, to obtain payment for treatment, and for healthcare operations.

### Certain Circumstances

Your protected health information can be disclosed without your written authorization in certain limited circumstances,

- Medical emergencies
- In situations required by law
- Individuals involved in your care
- When requested by public health agency
- When requested by a law enforcement agency

For any purpose other than treatment, obtaining payment, healthcare operations, or certain circumstances, we will ask for your written authorizations before using or disclosing your protected health information. If you choose to sign an authorization to disclose protected health information, you can revoke that authorization in writing at any time.

### Patient Rights

- You have the right to request in writing to inspect and/or receive a copy of your health information. \*
- You have the right to request an alternate means of location to receive communications regarding your health information. \*
- You have the right to request in writing to amend, correct, or delete any recorded health information within our possession. \*
- You have the right to request in writing to restrict some of the uses and disclosures of your health information.\*
- You have the right to request in writing an accounting of certain disclosures of your health information that were made by this office. \*

*\* Conditions and limitations may apply; obtain additional information from front desk.*

**Changes To This Notice:** We reserve the right to change privacy practices and the conditions of this notice at any time and without prior notice. In the event of changes, an update notice will be posted and a copy will be sent to you.

## Acknowledgment of Receipt of Privacy Practices Notice

This document acknowledges that you have received a copy of the Notice of Privacy Practices. This document is not a contract, authorization, release, or consent form. This document will remain in your records.

Name of patient \_\_\_\_\_

Name of patient \_\_\_\_\_

Name of patient \_\_\_\_\_

### If the patient is a minor, a parent of legal guardian must sign.

I, \_\_\_\_\_ (Parent or legal Guardian), acknowledge that I have received a copy of the Notice of Privacy Practices.

\_\_\_\_\_  
Parent or Legal Guardian's Signature Date

Relationship to Patient/Minor \_\_\_\_\_

### If the patient is not a minor but under the care of a relative, friend, or caregiver, sign here.

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Relationship to Patient

### If the patient is not a minor, sign here.

\_\_\_\_\_  
Signature Date



REQUEST FOR RECORDS  
RELEASE OF MEDICAL RECORDS AUTHORIZATION

I hereby authorize:

\_\_\_\_\_  
Physician's Name (Print)

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip Phone Number

to release medical records, including immunizations, concerning:

\_\_\_\_\_  
Patient's Name (Print) Date of Birth: \_\_\_\_\_

\_\_\_\_\_  
Patient's Name (Print) Date of Birth: \_\_\_\_\_

\_\_\_\_\_  
Patient's Name (Print) Date of Birth: \_\_\_\_\_

**(Our office is on EPIC EHR through UCSF. Please contact our office if we can request the records electronically through EPIC.)**

To: Berkeley Pediatric Medical Group  
1650 Walnut Street, Berkeley, CA 94709  
(510) 848-2566 Fax (510) 848-2503

Dr. Annemary Franks  
Dr. Olivia Lang  
Dr. Lisa S. Kalar  
Dr. Grace So

Dr. Katrina E. L. Michel  
Dr. Nicole L. Learned  
Dr. Samuel Woods

By signing this authorization, I give permission to release and transfer my child's protected health information to the above requesting doctor for the purpose of treatment. I understand that this authorization is in effect for one year from the date signed.

\_\_\_\_\_  
SIGNATURE DATE

\_\_\_\_\_  
Printed Name Relationship to Patient

Thank you.

UCSF Medical Center – MyChart Proxy Authorization Form  
Granting Proxy Access to Parent/Guardian on behalf of a **CHILD (0-11 years)**

CHILD'S NAME \_\_\_\_\_ CHILD'S BIRTHDATE \_\_\_\_\_

CHILD'S MEDICAL RECORD #: \_\_\_\_\_ Last 4 of Social Security: \_\_\_\_\_

**Important Reminder:** UCSF MyChart displays certain information from your medical records, but **it does not display all health information** in your medical records.

**Parent/Legal Guardian of Child:** This authorization form is used for minors under the age of 12, in which, Attorney for Health Care, Advance Health Care Directive, or legal guardianship papers may be requested. A renewal of this authorization may be requested as well. Expiration of pediatric proxy access automatically occurs on the patient's 12th birthday.

**AGREEMENT –**

The UCSF Medical Center (UCSFMC) Terms and Conditions for UCSF MyChart, and the UCSF MyChart Proxy/Disclaimer for access to My Family's Record UCSF MyChart section control this agreement between the child's parent/legal guardian and UCSF Medical Center. Please refer to these documents when you signup online.

**YOUR RIGHTS**

This Authorization to release health information is voluntary. You may revoke proxy access at any time to your family member's UCSF MyChart account. For revocation, please contact your family member's practice. The Revocation will take effect within 2 business days upon notification of your request except to the extent UCSF Medical Center or others have already relied on it.

**REVOCAION/EXPIRATION OF AUTHORIZATION**

Unless otherwise revoked, or ended by revocation, authorization for UCSF MyChart proxy access will expire automatically when the patient turns 18 years old. In order for revocation to be effective, it must be executed in writing.

Print Name of Child's Parent/Legal Guardian: \_\_\_\_\_

Relationship to Child: (parent/legal guardian):  Parent  Legal/Guardian

Address: \_\_\_\_\_ Child's parent/legal guardian Birthdate: \_\_\_\_\_

\_\_\_\_\_ Contact Phone Number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

**If the parent/guardian is a UCSF patient**

Parent/guardian's MRN#: \_\_\_\_\_ Last 4 of Social Security: \_\_\_\_\_

**If the parent/guardian is NOT a UCSF patient**

Full Social Security #: \_\_\_\_\_ Gender: Male  Female

Primary Language: \_\_\_\_\_ Marital Status: \_\_\_\_\_

Employer: \_\_\_\_\_

I attest that the above information is true and correct.

Signature of Child's Parent/Legal Guardian:

\_\_\_\_\_ Date: \_\_\_\_\_

Practice Representative who witnessed this proxy:

\_\_\_\_\_ Date: \_\_\_\_\_

*A copy is as valid as the original.*

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**ADMINISTRATION ONLY:**

\_\_\_\_\_ Scanned to Child's Record (Document Type UCSF Clinical Outpatient Documentation – 200122) - 11\_07\_2012



UCSF MyChart  
Parent/Legal Guardian Proxy – **CHILD (0-11 years)**

Dear Parent/Guardian,

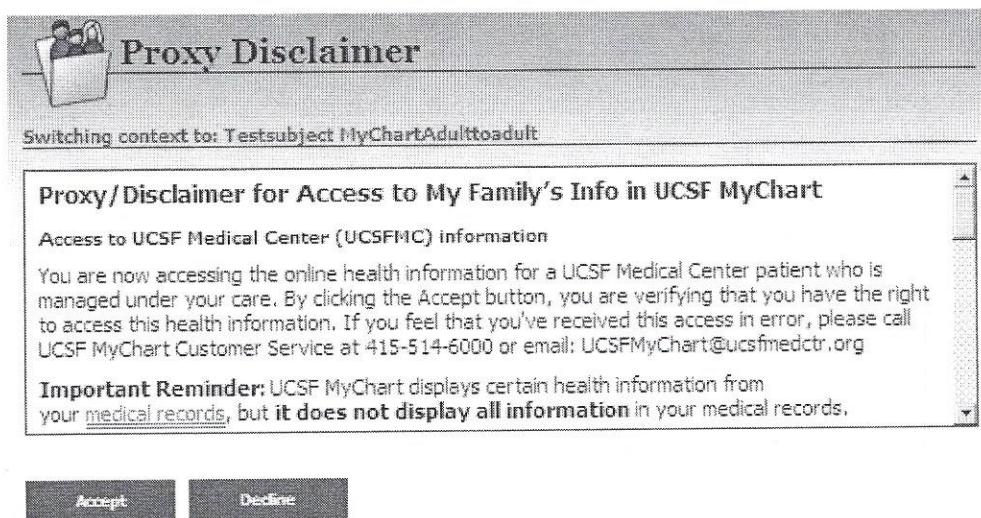
Thank you for signing the *UCSF MyChart Proxy Authorization* form. This is the first step in allowing you to view some of your child's health information online through our new patient portal we call *UCSF MyChart*.

*UCSF MyChart* patient portal is offered to you free of charge as an online resource for your child's routine health care needs. *UCSF MyChart* can help you:

- Message your child's provider
- Refill a current medication
- Check certain lab results and graph your child's trends
- View some electronic health information
- Request an appointment or a referral on behalf of your child
- View past visit information for some services and upcoming appointments

Once you are linked to your child's account, you will hear from us within a week – either by UCSF MyChart message or as a phone call. If you have any questions in the meantime, please call UCSF MyChart Customer Service at 415-514-6000 (M-F 8 am -5 pm) or email us at [UCSFMyChart@ucsfmedctr.org](mailto:UCSFMyChart@ucsfmedctr.org).

This is what you will see when your child is linked to your UCSF MyChart account:



Once your child turns 12, they will be allowed to have their own UCSF MyChart account; as your child's parent/guardian, you will be able to view some of their MyChart account. Proxies for teens 12-17 have access to adolescent test results, allergies, and immunizations; they can message their adolescent's providers and request appointments on their adolescent's behalf. Parents/guardians will not have access to information related to sensitive services, such as reproductive health (i.e. pregnancy testing, contraception, testing and treatment for sexually transmitted diseases), and certain mental health and substance use screening and treatments.

We look forward to continuing to provide you with your family's health care needs,

UCSF Medical Center – MyChart Proxy Authorization Form

Granting Proxy Access to Parent/Guardian on behalf of an **ADOLESCENT (12-17 years)**

PATIENT'S NAME \_\_\_\_\_ PATIENT'S BIRTHDATE \_\_\_\_\_

PATIENT'S MEDICAL RECORD #: \_\_\_\_\_ Last 4 of Patient Social Security: \_\_\_\_\_

**Important Reminder:** UCSF MyChart displays certain information from medical records, but it does not display all health information in medical records. To secure all health information, contact Health Information Management 415-476-9000

**Parent/Legal Guardian of Adolescent:** This authorization form is used to establish UCSF MyChart accounts for both the Parent/Legal Guardian and the adolescent patient. This authorization form serves as acknowledgement and permission for my adolescent to have a UCSF MyChart account. Legal papers establishing parental or guardian relationship may be requested. A renewal of this authorization may be requested as well. Expiration of proxy access automatically occurs on the patient's 18th birthday.

**AGREEMENT –**

The UCSF Medical Center (UCSFMC) Terms and Conditions for UCSF MyChart, and the UCSF MyChart Proxy/Disclaimer for access to My Family's Record in the UCSF MyChart section control this agreement between the patient's parent/legal guardian and UCSF Medical Center. Please refer to these documents when you signup online.

**YOUR RIGHTS**

This Authorization to release health information is voluntary. You may revoke proxy access at any time. For revocation, please contact the patient's practice. The Revocation will take effect within 2 business days upon notification of your request except to the extent UCSF Medical Center or others have already relied on it.

**REVOCAION/EXPIRATION OF AUTHORIZATION**

Unless otherwise revoked, or ended by revocation, authorization for UCSF MyChart proxy access will not expire unless the relationship between the legal guardian and the patient changes.

Print Name of Parent/Legal Guardian: \_\_\_\_\_

Address: \_\_\_\_\_ Patient's Parent/Legal Guardian Birthdate: \_\_\_\_\_

Contact Phone Number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

**If the parent/guardian is a UCSF patient**

MRN#: \_\_\_\_\_ Last 4 of Social Security: \_\_\_\_\_

**If the parent/guardian is NOT a UCSF patient**

Full Social Security #: \_\_\_\_\_ Gender: Male \_\_\_ Female \_\_\_

Primary Language: \_\_\_\_\_ Marital Status: \_\_\_\_\_

Employer: \_\_\_\_\_

I attest that the above information is true and correct.

Signature of Child's Parent/Legal Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

UCSF Medical Center Practice Representative who witnessed this proxy: \_\_\_\_\_

(Sign and Print) Date: \_\_\_\_\_

A copy is as valid as the original.

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**ADMINISTRATION ONLY:** \_\_\_\_\_ Scanned to Patient's Record- encounter level(Document Type UCSF Clinical Outpatient Documentation – 200122)

UCSF MyChart

Parent/Legal Guardian Proxy – **ADOLESCENT (12-17 years)**

Dear Parent/Guardian,

Thank you for signing the *UCSF MyChart Proxy Authorization* form. This is the first step in allowing you to view some of your adolescent's health information online through UCSF *MyChart* patient portal.

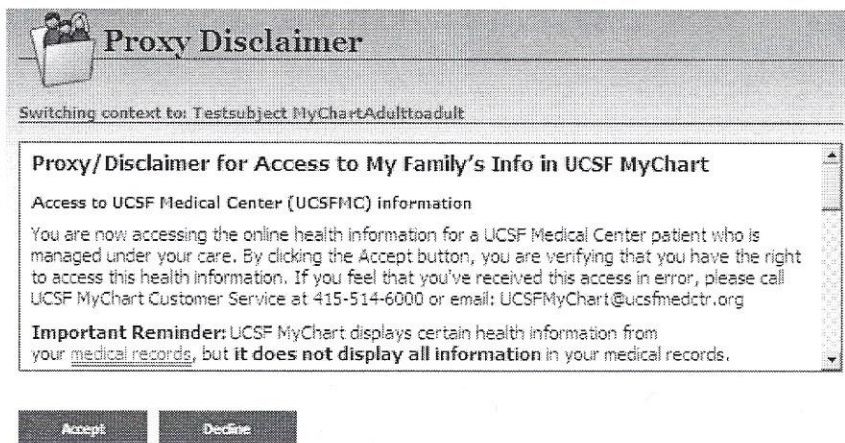
UCSF *MyChart* patient portal is offered to you free of charge as an online resource for routine health care needs. For patients age 12-17, UCSF requires signed approval from the parent or guardian in order for the parent/guardian to view some of the child's health information on MyChart. Proxies would have access to adolescent test results, allergies, and immunizations; they can message their adolescent's providers and request appointments on their adolescent's behalf. **Parents/guardians will not have access to information related to sensitive services**, such as reproductive health (i.e. pregnancy testing, contraception, testing and treatment for sexually transmitted diseases), and certain mental health and substance use screening and treatments. Because certain sections may contain sensitive information, parent proxy access will be limited as follows:

Content	Adolescent (12-17 yrs)	Parent Proxy (≥ 12 yrs)	Parent Proxy (0-11 yrs)
Labs	YES	YES	YES
Immunizations	YES	YES	YES
Allergies	YES	YES	YES
Growth Chart	YES	YES	YES
Messaging to and from provider*	YES	YES	YES
Appointment Request	YES	YES	YES
Appointment View	YES	NO	YES
Problem List/Summary	YES	NO	YES
Medications/refill request	YES	NO	YES

\* Parent and teen can send private messages to the provider.

**Once your child turns 18**, you will be removed from their account and will not see any of their health care information. If you have any questions, please call the patient's practice or UCSF MyChart Customer Service at 415-514-6000 (M-F 8 am -5 pm) or email us at [UCSFMyChart@ucsfmedctr.org](mailto:UCSFMyChart@ucsfmedctr.org).

This is what you will see when you are successfully linked to the UCSF MyChart account:



We look forward to continuing to provide you with your family's health care needs.