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December 1, 2012

Subject: **Medical/Financial Information Disclosure Form**

In our continuing effort to safeguard the medical and financial information of our patients we are updating our current patient information disclosure policies. These changes will give the patients and/or their legal guardian's better control over who is authorized to receive medical and financial information concerning their child.

Effective December 1, 2012 all patients and/or guardians will be required to complete a **Medical/Financial Information Disclosure Form**, on which they will list the names of the specific individuals they are authorizing to receive medical and financial information about the patient, either over the phone, through the mail, or in person. It is the patient and/or guardian's responsibility to ensure that this form is up-to-date at all times.

Individuals not listed on the **Medical/Financial Information Disclosure Form** will still be able to schedule appointments for a patient, but they will not be allowed to submit a medical or financial question or request a prescription refill without being listed on the **Medical/Financial Information Disclosure Form**.

Copies of the **Medical/Financial Information Disclosure Form** are available online at **STLPEDS.COM** under the "Forms & Policies" tab or in our office. Please ensure that your form is submitted to one of our receptions at your next visit or you can fax it to us at 314-576-5271.

Please contact us if you have any questions.

Thank you,
St. Louis Pediatric Associates