

Town Center Pediatrics  
3521 Town Center Blvd South, Ste A  
Sugar Land, Tx 77479  
Phone: 281-494-2255 Fax: 281-494-2266

Emily R. Todd, MD    Lora L. Gilreath, MD    Laurie A. Hogarth, MD    Kathi J. Morgan, MD  
Dawn M. Lord, MD    Alicia Walls, MD

---

**TOWN CENTER FINANCIAL POLICY**

I give consent to scan this form into the electronic medical record of each child listed

Signature: \_\_\_\_\_ Relationship to child (ren) \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_ DOB: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_ DOB: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_ DOB: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_ DOB: \_\_\_\_\_

In order to better serve you, please read and familiarize yourself with our financial policies so future billing misunderstandings can be avoided. Please note that these fees **ARE NOT** covered by your insurance company and are **NON NEGOTIABLE**.

\_\_\_\_\_ 1. Appointments not cancelled within 24hrs of the scheduled date and NO SHOW appointments will be charged a service fee of \$25 per appointment which will be added to your account. Also, if patient is 20 or more minutes late to Well Check up appointment, the appointment will be rescheduled and a \$25 fee applied. This fee must be paid before having your appointment(s) rescheduled.

\_\_\_\_\_ 2. Walk-Ins who do not call and schedule an appointment for same day sick visits will be charged a service fee of \$75 per incident, per child.

\_\_\_\_\_ 3. Vision and Hearing: We offer this screening at every Well Child Visit for children 4y/o and older. If your Insurance does not cover the testing, you will be charged \$10.00 per test, should you decide to have your child tested.

\_\_\_\_\_ 4. Administrative Fees for forms: In order for the following forms to be completed, your child must have had a Well Check Up visit, within the past 1 year. The following forms can be completed for FREE if forms are brought to your scheduled Check up.

\_\_\_\_\_ \$5 School, Sports, and Camp Physical Forms completed within 3 business days per form

\_\_\_\_\_ \$5 Daycare forms completed within 3 business days per form

\_\_\_\_\_ \$5 FMLA (Family Medical Leave Act) forms completed within 5 business days

\_\_\_\_\_ 5. Controlled Substance prescriptions (ADHD medication prescriptions) that are lost or expired will be charged a \$5 fee per prescription before a new prescription will be written.

\_\_\_\_\_ 6. Telephone consultations that are made during Non-Business hours that are NON-EMERGENT will be charged a fee of \$25 per child, per call. Unless, the child is under 1 year of age.

\_\_\_\_\_ 7. Record releases are of no charge if you are requesting your first copy or if another physician's office is requesting a copy. There will be a fee of \$25 for any additional copies.

---

Patient's Representative

Representative's Signature

Date