

Dear Parent/Guardian:

The Cleveland County Health Department collaborates with the Cleveland County School System to make expanded school health services available at your child's Middle School or High School in a school based health center setting designed to make adolescent health care available to **students with written parental permission. You will not be billed for any health center services. However, collecting Medicaid and Insurance payment (billed by the Health Department) helps offset the costs of our operating expenses.**

We ask that you complete the following forms:

- **Parent Permission Form** to indicate whether or not you wish to allow your child access to health center services.
- **Insurance/Medicaid Information Form** – should be completed if your child has permission to access health center services. We appreciate your cooperation with our efforts to collect payment by sharing your current Medicaid or private Insurance information.
- **School Health History Form** which provides us with valuable information about your child's health.

There are several spaces for parent signature on these forms. Please be sure to sign all spaces indicated.

Please remember:

- 1) **You will not be billed for any health center services. Only your Insurance or your child's Medicaid will be billed.**
- 2) **You will not be asked to pay the Health Department,** even if your Insurance company does not cover the provided services.
- 3) You may receive an *Explanation of Benefits* (EOB) statement from your insurance company reporting the services provided. **You will not be billed for any amount that the EOB states is your responsibility.**
- 4) **Even though health center services are free to your child, your insurance company may apply the cost of services provided to your deductible.**
- 5) We respect your right to privacy. **The information you share with us will be handled carefully, respectfully and confidentially.**

If you have any questions about the billing process, please feel free to call Patty Jones at 704-669-3101 or Margaret Spangler at 704-484-5204. Any questions you have about health center services may be directed to 704-484-5211. We know that children must be healthy in order to learn, so we see maintenance of good health as a top priority in helping them to succeed. **If you have decided that you would like for your child to have access to School Based Health Center services, we ask that you fully complete the forms noted above, including all signatures.** Thank you for your support.

Sincerely,

Linda C. Kiser, BSN, RN, NCSN  
School Health Supervisor