

### **Sample policy mid-revisions at 8th grade reading level:**

[Adult Practice Name] welcomes young adults, including those with special health care needs, to our practice. We want to provide high quality care that meets all your unique needs. We will keep all details about you private.

Our practice places the young adult, ages 18 and older, in the center of his/her own health care, with the health care team as a partner in supporting your health goals. This means that adult providers do not discuss any part of your care with others unless you ask that we do. We know that some young adults involve family and close friends in their health care choices and would like their provider to share information with those close to them. You must sign a consent form to allow others to be involved in your health care choices. We have these forms at the clinic. For young adults who cannot sign the form, we will need legal documentation about decision-making arrangements.

We ask that the new patients joining our practice get a medical summary on record from their old provider(s) and send it to us before the first appointment. We make every effort to coordinate the transfer of care with your last provider(s), including talking with pediatric providers and helping with transfer of specialty care. Having your medical information in advance helps to ensure greater continuity of care and a better experience for you.

Your health matters to us, and we look forward to having you as a new patient. If you have any questions or concerns, please feel free to contact us.

### **Sample policy final at 6th grade reading level:**

[Adult Practice Name] welcomes you to our practice. We want to provide high quality care that meets your unique needs, including any special care needs. We will keep all details about you private.

We put you in the center of your own health care. The health care team is your partner in meeting your health goals. This means that adult providers do not discuss any part of your care with others unless you ask us to. We know that some young adults involve family and close friends in their health care choices and want their provider to share information with those close to them. You must sign a consent form to allow others to be involved in your health care choices. We have these forms at the clinic. For young adults who are not able to consent, we will need a legal document that describes the person's decision-making limits.

We ask that new patients joining our practice send a medical record form on record from their past provider(s) to us before the first visit with us. We make every effort to work with your past provider(s), so the move goes well for you. We will help you transfer to specialty care. Having your information before you come for the first time helps us to be sure we don't miss any details. This will make the experience better for you.

Your health matters to us, and we look forward to having you join us. If you have any questions or concerns, please feel free to contact us.