Coeur d'Alene
700 W. Ironwood Drive, Suite 155
Coeur d'Alene, ID 83814

Post Falls
1300 E. Mullan Avenue, Suite 1000
Post Falls, ID 83854

Hayden
9095 N. Hess Street
Hayden, ID 83835

Phone: 208-667-0585 **Text:** 208-203-8301

Coeur d'Alene Pediatrics
Pediatrics · Adolescent Medicine

One-Time Financial Hardship Request Form

Request for Balance Write-Off

Section 1: Patient Information

Patient Name: _____
Date of Birth: _____
Patient ID/Account Number (if known): _____

Section 2: Responsible Party (Parent/Guardian if applicable)

Name: _____
Relationship to Patient: _____
Phone Number: _____
Email Address: _____

Section 3: Financial Hardship Request

I am requesting that a portion or the full balance associated with the services listed below be considered for a one-time courtesy write-off due to financial hardship or other circumstances as explained below.

CPT Code(s): _____
Date(s) of Service: _____
Provider (if known): _____
Total Balance for Consideration: $_____
Brief Description of Financial Hardship:
(Please explain your current situation. Attach additional documentation if available.)

_____
_____
_____

Section 4: Supporting Documentation (Optional but Helpful)

Please attach any of the following, if available:
- Proof of income (pay stubs, W-2, etc.)
- Unemployment or disability benefits statement
- Medicaid/CHIP eligibility
- Letter of explanation from social worker or case manager

Section 5: Acknowledgment

By signing below, I certify that the information provided is accurate to the best of my knowledge. I understand that this request is for a one-time courtesy adjustment and does not guarantee future write-offs or discounts. I also understand that if this request is approved, it will only apply to the specific CPT code(s) and date(s) of service listed above.

Signature of Patient/Guardian: _____

Date: _____

Office Use Only

Received By: _____ Date Received: ____ Reviewed By: _____

☐ Approved

☐ Denied

Notes: _____

_____

Authorized Signature: _____

Date: _____

Created by: SC

Last Update: 05/27/2025