



# Welcome to the Practice

Thank you for choosing our practice. Our physicians and staff are committed to the goal of personal and caring attention to children of all ages. If a problem should arise before your scheduled appointment time, please do not hesitate to call.

Enclosed are our Patient Information Forms. Please fill out these forms and bring them with you on your first visit.

In order to better serve you, we ask that you please do the following:

- Fill out your patient information forms
- Have a copy of your child's medical records sent to the appropriate office prior to your appointment. If immunization records are not received by appointment date, your child's well visit may be rescheduled.
- Bring a copy of your insurance card if applicable. (Please have your child's insurance card at every visit).

## MANAGED CARE:

Our doctors participate in multiple managed care plans. It is your responsibility to make sure that your child's insurance card has one of our physicians names on the card. If not, you will be asked to reschedule your appointment. Insurance companies will only pay for services to the designated provider if the plan requires you to select a PCP (Primary Care Physician).

If your insurance plan requires a deductible or co-pay as part of your insurance contract, you will be asked to pay at the time of your visit. Co-pays are required at check-in. In any event, we will expect payment at the time of service in full or as designated by your insurance plan. Please verify with your insurance company if they pay for well visits and immunizations, since some plans do not cover these services. As a convenience to you, we offer, cash, check, MasterCard, Visa and Discover as payment options.

If you need to change or cancel your appointment, please notify the office 24 hours in advance. Failure to notify the office could result in your being billed for an office visit.