

## Appointment Policies

Children are seen by appointment only, Monday through Friday in the offices. Well checks, routine care and Sick Child visit appointments are performed only on weekdays. We offer several daily appointment slots for sick visits so that we can schedule these visits on the same day.

We suggest that you schedule infant well checks several weeks in advance so that your baby will receive his vaccinations on time.

We are happy to schedule new parent (prepartum) and new patient interviews to meet a doctor free of charge.

We try very hard to see our patients in a timely manner. To help us stay on time, we have some suggestions:

- \* Please bring your insurance card. Our staff needs to verify **proof of insurance** at every office visit.

- \* A Sick Visit appointment is scheduled to focus on one particular problem (e.g. earache, sore throat, fever).

- \* Please schedule a Consultation Visit if your child has a chronic medical problem or has several involved issues you would like to discuss with your doctor. This way, we can provide ample time to address your child's needs.

- \* If you have more than one child that needs to be evaluated by a doctor, please schedule an appointment for each of them so that your doctor can have adequate time to see each child.

- \* Please call to let us know if you are running a few minutes behind for a scheduled appointment. If you are 20 minutes or later for your well child appointment, we will reschedule. We also appreciate 24 hours notice if you need to cancel an appointment. There is a charge for missed appointments or "No Show" appointments.