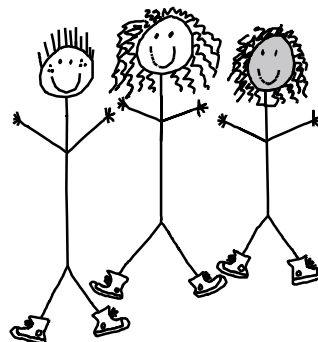


Pediatric Associates, P.C.
6190 Barnes Road
Colorado Springs, CO 80922
596-4502 Fax 597-2668
Office Hours — Monday-Friday
8:00 a.m. - 5:00 p.m.



NEW PATIENT CHECKLIST

- Make sure one of our physicians is listed as the Primary Care Physician (PCP) with your insurance company.
- Arrive 30 minutes prior to your appointment time in order to complete the necessary paperwork.
- You must bring current shot records for **any** type of appointment and insurance card for first appointment or insurance information.
- Your child will not have an actual chart until the first visit. You may sign a records release at that time to have their records from a previous doctor sent to us.

Cancellations – Please call at least 24 hours in advance to cancel an appointment. We are a busy practice, and this will enable us to make use of this time for sick children.

No Shows – For each “no show” or missed appointment, you will be charged a fee of \$25-75 dollars. This fee is your responsibility, not that of the insurance company. After 2 missed appointments we will send a letter reminding you of the importance of cancelling appointments. After 3 missed appointments, your children may be terminated from the practice.

WHAT SHOULD I BRING TO MY APPOINTMENT?

It is our policy to verify your demographic and insurance information at each and every visit to help insure your claims are processed quickly and correctly. Although it may seem burdensome to you, it is extremely important to our billing process.

Please present your insurance card and co-pay at sign-in for each and every visit. There is a

\$15 fee for non-payment of co-pay at the time of service. If you do not have a current insurance card, you will need to get all billing information prior to your appointment in order for us to bill your visit. Unless we have the card or the billing information your account will be considered private pay. If any information has changed since the last visit (insurance, address, phone number) you must fill out an information form to update our records. Please help us by informing us of any change as soon as possible.

Please bring to the appointment your insurance plan booklet. The information contained in the booklet will help us expedite follow-up and referral care for your child.