

## New Addition Packet

*The following forms are to be filled out completely and brought to your first visit:*

- Welcome Sheet
- New Patient Questionnaire
- Financial Policy
- HIPAA policy acknowledgement
- Driver's License or picture ID
- **DON'T FORGET TO BRING YOUR INSURANCE CARD**
- Vaccine Record
- Any discharge papers and feeding log if newborn has one

Our office hours are 8:00am to 5:00pm. The office is open Monday thru Friday. Our telephone hours are 7:45am to 4:30pm. We have a Saturday sick visit clinic from 8a-11am.

The after hours number is **512-660-5396** (after hours calls are calls placed after 4:30pm, on the weekends, and holidays). If and when you call you will have the option to be transferred to a Triage 4 Pediatrics on call nurse or a physician. The charge is \$25 for nurse calls or \$35 for physician calls.

The charge for missed appointments is \$50.00. This includes well child appointments and follow-ups not cancelled within 24 hours prior to the appointment and for late appointments (**15 minutes or more**).

**As a reminder, please contact your insurance to add the newborn to your plan as soon as possible!** Some plans allow 30 days, but better to be safe and notify insurance of baby and get the enrollment process started as soon as possible.

