



HENDERSONVILLE
PEDIATRICS, PA

Dear Parent or Guardian,

We would like to take this opportunity to thank you for choosing Hendersonville Pediatrics for your child's care.

Included with this letter (or available online at www.hendersonvillepediatrics.com) are a registration, health history, medical records release, and HIPPA privacy form for your review. Please fill these forms out as completely and accurately as possible prior to your child's visit and bring them with you to present to the receptionist upon your arrival. At that time, you will be asked to supply these forms as well as your insurance cards and other pertinent financial information. Filling out these forms and having your documents ready ahead of time will help expedite your child's visit with the doctor.

You are asked to arrive at least 30 minutes early for the first appointment and at least 15 minutes prior to any return appointments for processing. Late arrival or failure to show may result in rescheduling the appointment or eventual dismissal from the practice as late patients keep others who need to be seen from getting their appointments on time. If you cannot keep your scheduled appointment, please be kind enough to call our office at 828-693-3296 to reschedule as soon as possible.

Our company policy requires that you plan on paying your co-payments and deductibles upon arrival at each visit. If the child is self-pay, you will be asked to pay in full at the time of service. Please become familiar with your insurance plan's co-payments and deductibles prior to your arrival and ***PLEASE BRING YOUR INSURANCE CARD TO EACH VISIT.*** If for some reason you cannot pay your percentage of the co-payments or deductibles at the time of service, you should call prior to the visit to discuss payment arrangements with a billing and insurance representative at 828-693-3296.

If you have any questions regarding our policies or procedures, please feel free to call our office. The physicians and staff of Hendersonville Pediatrics are here to make your experience with our practice as pleasant and positive as possible.

Again, thank you for choosing Hendersonville Pediatrics for your child's medical care.

Sincerely,

The Physicians and Staff of Hendersonville Pediatrics, PA

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