



Dear Patients:

The physicians and staff at Physicians to Children & Adolescents would like to take this opportunity to welcome you to our office. We hope that we can build a positive relationship that will ensure that you receive the best medical care and services.

This will provide you with some of our basic policies and procedures to help familiarize you with our office. Our staff is always available to answer any questions you may have. If you ever have any questions or concerns that aren't addressed to your satisfaction, please feel free to contact our Practice Manager.

Hours:

Monday-Friday: 8:00-7:30

Saturday: 8:00-6:00

Sunday: 10:00-6:00

Well Waiting Room:

Our well waiting room is reserved for well visits only. If your child has a rash, cough, etc..., you will need to take them to the sick waiting room. Please be considerate and do not ask to sit on the well side unless your child is completely well.

Cancellations/No Show Policy:

We understand that circumstances occur that may prevent you from keeping your appointment. Please be sure to call our office ahead of time if you are unable to keep your appointment. If you do not call and cancel your appointment 2 hours ahead of time, you will be given

1st No Show: Reminder Letter

2nd No Show: Warning Letter

3rd No Show: Disenrollment Letter

Refill Request:

Please allow 3 days for all refill request