



Associates in Pediatrics

Office Policies & Information



Office Hours

- **Mon–Fri:** 8:00 am–5:00 pm
- **Sat:** 8:00 am–12:00 pm
- **Evening Hours:** Until 6:00 pm on select days. Ask us about our evening hours.
- Appointments with providers/nurses start at 9:00 am

Routine Well Visits

- Scheduled weekdays, Saturdays, and evenings, following **AAP guidelines**.

Meet the Provider

- Free prenatal consultations available upon request.

Sick Visits

- Same-day appointments available during office hours.
- If your provider is unavailable, another physician or nurse practitioner will see your child.
- Illness visits do not include a full checkup.

Prescription Refills

- Request Mon–Sat during business hours.
- On-call physicians do not refill prescriptions.

Late Arrivals

- If late, we will try to fit you in if there is availability or reschedule if necessary.

Late Cancellations & Missed Appointments

- **Fee: \$50.00** for cancellations/no-shows with less than 24 hours' notice.
- **3 missed appointments/year** per family will result in dismissal from the practice.

Payment Policy

- Payment due at time of visit, including co-pays and prior balances.
- We accept cash, checks, and credit cards.
- The accompanying adult is responsible for payment and providing current insurance information.

Referrals to Specialists

- **HMO:** Request at least 5-7 days before appointment (unless emergency).
- Without prior referral, we cannot backdate, and you may be responsible for charges.

Consent for Treatment Without Parent

- An adult (not the parent) may accompany the child with a signed consent form for non-emergency treatment.

After-Hours Call Fee

- Calls to the on-call provider after hours are subject to a **\$25.00 fee**