



## Welcome to ENT care for kids

Before your child's first appointment, please complete all of the New Patient forms and follow the checklist below so we can make the most of your valuable time with the doctor.

### Checklist for your first appointment:

- If your insurance requires a referral from the primary care physician, you are responsible for obtaining this authorization number. This referral can be faxed to 214-696-8908.

If you arrive for your appointment without the appropriate referral information you may be required to reschedule or pay for the visit.

- Bring copies of any diagnostic tests, such as audiograms, X-ray films or CDs related to your child's condition with you to your appointment. This will prevent us from having to repeat studies and will assist with your child's treatment plan.

You will need to pick up radiology studies from the radiology department where they were performed.

- If your child is currently on medication, please bring a list to the appointment.

- Bring your insurance card with you at the time of the appointment.

Copays, coinsurance and unmet deductibles are due and payable at the time of service and we will contact you regarding these amounts.

If you are not contacted by us prior to your appointment, please call to determine what, if any, financial responsibility you will have for the visit.

Payments can be made in cash, personal checks with appropriate identification, or via MasterCard, Visa or Discover.

- Please fax your completed forms back to our office at 214-696-8908. If your appointment is more than two weeks away, you may mail them if you prefer.

If there are any questions or concerns, please contact our office at 214-696-8900.