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WELCOME!

Welcome to our practice, Pediatric Associates of Williamsburg. We are delighted you have chosen our practice as your new medical home for your child(ren). Our goal is to provide comprehensive medical care for your child(ren) in a relaxed and enjoyable environment. In an effort to ease the transition to a new practice and to save you time, we have come up with a checklist of items for you to complete prior to your first appointment:

- Pediatric patient health history form
- Complete patient registration form (front and back, please)
- Complete patient contact/consent form
- Bring a copy of your child(ren)'s immunization record
- Complete release of information form (to obtain records from your previous doctor)
- Select one of our physicians as your primary care provider (if your insurance requires this)
- Insurance Card for your child(ren)
- Social Security Number for your child(ren)
- HIPAA Form

Please arrive 15 minutes prior to your appointment time to process the above forms and to allow us to answer any questions you have about them. We require payment of the co-pay at the time of visit (cash, check, Visa, MC). In addition, at each well child visit you will need to complete a questionnaire based on your child's age.

If you need to cancel, change, or reschedule a well child visit, note that we require 24 hours notice. Missed well child appointments may be subject to a \$25.00 no-show fee. Three no show appointments is grounds for dismissal from our practice.

We routinely see sick/urgent visits the same day. We do not encourage walk-in patients and all walk-in patients will be offered the next open appointment on our schedule. This can greatly increase your wait time, so please call ahead to schedule your appointment.

Routine referrals and prescription refills require up to 48 hours notice. Refills/referrals should be phoned in to our hotline: 757-564-6337 (MEDS).

OFFICE HOURS:

MONDAY-FRIDAY 8:00 AM – 5:00 PM

***SATURDAY MORNINGS** 8:30 AM - ?

*Saturday appointments are for acute onset illness ONLY. We do not pre-schedule Saturday appointments.

If you need to speak to a Physician after-hours, call our main number. You will get the answering service, which will then notify the Physician on-call.

Thanks again for choosing us for your child's healthcare. Please do not hesitate to call us with any further questions.