

Helpful Tips to assure you receive the service you deserve!

- ❑ In a hurry? - ask for appointments during the 2:00 hour when schedules are lighter, or first appointment of the morning/afternoon.
- ❑ Sports/Back to School Forms - bring completed physical exam forms during exams or request 1-2 months before needed to avoid student exclusion. Keep copies for multiple uses.
- ❑ Immunization Records - make sure to get copies for your child's vaccine record after their 2, 5, 12 & 18 year visits. Keep copies at home in an accessible secure place as these are often needed even as an adult.
- ❑ Same Day Appointments - phones open at 7:45-8:00 am, call early for best available times.
- ❑ Need Evening Appointments - schedule appointments 3-4 months in advance as evening hours book up quickly (remember after hours fee apply).
- ❑ Physical/Well Child Exams - book at least 2-3 months in advance. Your child should be scheduled at 1,2,4,6,9,12,15,18 & 24 months and annually 3-18 years of age.
- ❑ Avoid No Show Fees - call at least 24 hours before appointment time for reschedules and cancellations during office hours 8-4:30 M-F.
- ❑ Prescription Refill Voice Mail - requests will be completed by 24 hours. Annual Physical Exams and Timely Medication Checks are necessary for refills to be completed.
- ❑ Billing - Bring Current Insurance, Photo Id & Copays to each visit.
- ❑ Patient Balances - Receiving a bill you do not believe is your responsibility? Call our billing department immediately while problem can still be corrected (614-882-8006). Insurance Companies have timed filing limits for claims & appeals. Delayed action will leave you responsible for the balance.
- ❑ Referrals - If your insurance requires a referral from your Primary Care Physician to see a specialist, be sure to let us know well in advance to avoid being rescheduled and for maximum coverage by your insurance.
- ❑ Urgent Care/Hospital Visit - Talk to one of our physicians on call after office hours. They may very well save you a costly and inconvenient trip to the hospital or confirm the need for immediate medical care.
- ❑ Flu Clinic Info - avoid calling the office and watch our web site at www.associatedpeds.com for date postings. This helps keep our phone lines open to care for your ill child.