

Memorial City Pediatrics

915 Gessner Suite 985
Houston, Texas 77024
Office (713) 461 91 00
Fax (713) 461 01 76

Dear Parent:

Thank you for your interest in becoming a new patient at Memorial City Pediatrics. We are sending you the enclosed forms to facilitate your registration at our practice.

In order to register your family members at Memorial City Pediatrics, it will be necessary for you to complete the attached registration form and return it to us, along with a copy of the front and back of your insurance card. As part of the registration process we will verify your insurance benefits ahead of time so that we do not have to spend this time at your first visit. **If you do not have a copy of your insurance card, please send us the following information.**

Insurance Company Name _____

ID# _____ Group # _____

Insurance Company Customer Service Phone # _____

At that time you are welcome to call us to make an appointment. We suggest you call to schedule your well-child checkups about 2-3 weeks in advance. If your child gets sick before you are seen for well-care, please call our office and we will make every effort to see you the same day.

You will note the enclosed medical records release form, which we are sending you for your convenience. Completing this form will authorize your former pediatrician to forward us a copy of your children's medical records. Complete this form and mail it directly to your former doctor. As new patients at Memorial City Pediatrics, your children will be charted electronically; our doctor will review your previous records, may select certain documents to be scanned into our electronic chart, and the originals will be returned to you for your files.

If your insurance is the type that requires you to select a Primary Care Provider (PCP) this will also need to be done before you are seen at Memorial City Pediatrics. It is always a good idea to check with your insurance company to ensure that we are in network with them, as you are responsible for the payment of any claim not paid by your insurance. Please bring your insurance card with you to the first visit, along with any co-payment or deductible that may be due. A copy of your children's shot record is also helpful at the first visit if you have it. Let us know if there is anything else we can do to help you.