

**Willow Bend Pediatrics**  
**5940 Communications Pkwy.**  
**Plano, TX 75093**

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**Office Hours:**

Monday – Friday: 7:30 AM – 4:30 PM

Saturday: 9:00 AM – 12:00 PM

**Saturday Clinic**

Our Saturday clinic is for emergent sickness only. This clinic is **not** for chronic problems. If symptoms have been ongoing for several days this should be addressed during our weekday office hours.

**Insurance/Payment Policy**

Please present your insurance card and driver's license at the time of check in. We do not verify benefits for same day sick appointments. Please be aware it is ultimately your responsibility to know your healthcare benefit coverage. If you do not know your benefits we strongly recommend that you contact your insurance carrier with any questions you may have regarding your coverage prior to services rendered. On each date of service, you will be expected to pay the co pay/coinsurance amount that is listed on your insurance card. Please note this is only an estimated amount. After your insurance company has paid their portion, it is probable that you will receive a bill from Willow Bend Pediatrics for any amount that has been applied to your deductible or coinsurance.

**Private Pay Patients**

If you do not have insurance payment is due at the time services are rendered. You may contact our insurance department prior to your visit to receive an estimated cost for treatment.

**Cancellations**

If you should need to cancel a scheduled well visit notify our office 24 hours in advance in order that we may accommodate families who are on a waiting list for an earlier appointment.

**Appointment Confirmations/No-Shows**

We are now using Televox to confirm appointments. Televox is an automated service. You will receive a call two days prior to your scheduled appointment. Please listen carefully to the automated call and follow the prompts to confirm your appointment. Appointments missed or cancelled less than 24 hours prior to your scheduled time are considered no-show appointments. You may be charged a no-show fee of \$25.00.

**Late Policy**

If you are going to be more than 15 minutes late, call our office so we can reschedule your appointment for a more convenient time. Please respect this policy as it ensures that physicians and patients stay on time.

**Sick Appointments**

Sick appointments are scheduled as same-day appointments only.

**Well Visit Appointments**

We recommend scheduling well visit appointments 6-8 weeks in advance. This assures your child will have their well visit and immunizations on time.

**After Hours**

We do provide 24 hour triage. If you have an emergency and need to speak with a physician one of the nurses with the 24 hour triage service will contact the physician that is on call for the practice. If you have a routine question, please call during office hours. If you need medication dosages please call your local 24-hour pharmacy or your insurance nurse line.

**Medical Records / Shot Records / School Forms**

Our office has 15 business days to release your child's medical records. Please give our office 48-72 hours for your immunization records and 5-7 business days for your school records, camp forms, and sports physical forms. It is also helpful if you provide us with the name, address, phone number, and fax number of the person who needs this information.

**Medication Refills**

Please allow our office 72 hours for medication refills. Medication refills will only be filled during our normal business hours listed above. The on-call physician will not fill standard, non-urgent refills after hours.

I have read the above stated policies for Willow Bend Pediatrics, and I agree to abide by these policies.

\_\_\_\_\_  
Patient Name (please print)

\_\_\_\_\_  
Parent/Guarantor Signature

\_\_\_\_\_  
Date