

OCALA PEDIATRICS

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PRACTICE LIMITED TO PEDIATRIC & ADOLESCENT CARE

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Dear Parent:

Ocala Pediatrics would like to welcome you and your new baby to our practice. Here are the guidelines to add your newborn to your insurance policy and our office policy on well care check-ups:

- 1.) You **MUST** obtain and complete the proper paperwork from your human resource department or employer to add the baby to the policy within the 30 days allowed. Just calling to let your insurance company know the baby has been born does not meet the requirements of adding the baby to the policy. This must be done even if the policy is going to be changing in order for the baby's claims to be paid. Please note, if this is not done within the 30 days of the baby's birth, your insurance company will not add the baby to the policy and you will be responsible for all incurred charges.
- 2.) Proof that the baby has been added to the policy needs to be provided at the baby's two week check-up. This can be done either by submitting proof of verification from your employer stating that the baby has been added to the policy or have your employer notify our billing office at 352-732-7033. If proof is not provided, payment will be expected in full at the time of the appointment.
- 3.) Your co-pay, percentage, or full amount is due for each check-up at the time of service, per your insurance contract.
- 4.) It is your responsibility to contact your insurance company before the scheduled appointment time to review your well care benefits. If you do not have well care coverage or if your well care is limited yearly by a dollar amount and it has already been met, payment is expected in full at the time of service. If well care is not covered or the yearly limit has been met, you have the option to have your well care check-ups in our office and the Health Department administer the vaccinations.

**** PLEASE NOTE THAT ANY OUTSTANDING BALANCES MUST BE PAID IN FULL PRIOR TO YOUR 2 MONTH CHECK UP ****

If you have any questions, or need assistance, please call our billing department at 352-732-7033 prior to your scheduled appointment.