

Office Policies

Welcome to Tree House Pediatrics. We are excited that you have chosen our office to provide your child with excellent compassionate medical care and outstanding client service. In order for our office to run efficiently we have instituted the following office policies.

In order to keep appointments on time and minimize the wait time for patients we have a fifteen minute late policy. If you arrive for your scheduled appointment more than 15 minutes late, your appointment will be rescheduled for another day. If you will be unable to keep your appointment, please call to cancel it. All no shows will be charged \$40.00.

Please help keep our office clean by picking up after your child. Please do not allow your child to damage or deface our office and furnishings.

We will be glad to complete forms including Blue immunization forms, Yellow physical forms, and Sports Physical forms. Please allow 48 hours for these requests to be completed.

All prescriptions will be handed to you at the time of your visit. Please understand that we do not call in prescriptions that are written on that same day.

After hours calls should be reserved for true emergencies. Callers will reach a voice message which gives them the opportunity to reach the nurse service. If you choose to speak with the nurse, the service fee is \$20.00 for all callers. If your child needs to see a doctor after hours, we recommend After Hours Pediatrics, Nite Lite Pediatrics, or the ER.

We strive to offer plenty of same-day sick appointments. Please call for an appointment as soon as you recognize that your child will need to be seen. We do not accept walk-ins.

Our office hours are Monday- Friday 8:30am - 5pm. We are closed for lunch from 12:15 - 1:30pm.

All copayments, outstanding deductibles, and balances are due at the time services are rendered.

I, _____ have read the office policies.
Parent/Guardian Signature