

Dear Parents:

Enclosed are the forms needed to begin the evaluation of your child. A map, brochure, and appointment card are also enclosed for your convenience. If there are questions regarding any form, the appointment time or location of our office, please call us and we will be happy to assist you. There is a parent form or booklet and basic information form that must be completed by one or both parents prior to your appointment. The school report should be sent to school and completed by the child's teacher(s). There may also be a form or booklet for your child to complete. Please have all information completed to be able to bring to appointment.

We do require a referral from your Primary Care Provider. This is not an insurance referral only a referral to allow Dr. Nathanson-Lippitt to consult with you and your child.

These appointments are set specifically for you and your child. This office does not operate on a "clinic" type schedule. The time that has been set aside for you is for you only. Please allow enough time, given possible traffic congestion especially for the early morning and later afternoon appointments, to arrive 15 minutes before your appointment time. If for any reason you are going to be late, please contact our office to see if this appointment needs to be rescheduled. Keep in mind that if we have to reschedule, it may be several weeks before you can be seen. This office does have a cancellation policy of a minimum of 24 hours notice in order to cancel or reschedule.

If you have decided to cancel these appointments, please notify us as soon as possible so that we can move someone up on our cancellation list. Please return any unused forms back to this office. You can mark "Return to Sender" on the original envelope and have the USPS return to us to avoid you having to pay the postage.

Again, we welcome the opportunity to work with you and your child. If you have any questions regarding the appointment process, billing information or the enclosed forms, please call us.

Sincerely,

Children's Habilitation Center, PC  
Linda Nathanson-Lippitt, M.D.  
Becky Parks, Office Manager  
Sue English, Medical Secretary

**Helpful Hints/Reminders:**

- \* Payment in full is due on the 1<sup>st</sup> visit
- \*Booklets & forms must be completed & presented to office staff upon arrival of 1<sup>st</sup> visit
- \*Check with your insurance carrier about which laboratory is preferred to allow the best benefit for you if lab testing is recommended
- \* There are 2 reserved parking spaces for this practice-see map