

## HEALTH CARE FOR CHILDREN, P.C.

### INFORMATION SHEET FROM THE BUSINESS OFFICE

Dear Parents,

We both have the same goal to have your insurance company pay as much of your health care costs as possible. In order to accomplish this, we need your assistance.

1. Pay the co-pay at the time of your visit.
2. Show your insurance card to the receptionist at each visit. Notify the receptionist of ALL CHANGES to your insurance card.
3. Advise our office of ANY CHANGES IN MAILING ADDRESS OR TELEPHONE NUMBER.
4. Before your office visit, check with your insurance company regarding Payment for **preventative well visits and immunizations**. If Immunizations are not covered; they can be given at your county health center.
5. If your insurance is an **HMO**, be sure that one of our physicians is on the child's card as the **Primary Care Physician**.
6. Our office only sends bills after we have received information or payment from your insurance company. If you feel there has been an error in the statement, **please call our office immediately**.

We're here to assist you. Stay in touch

Sincerely,

Jane Willmann, Business Manager  
Karen Sparks, Insurance Coordinator  
Jessica Stevens, Insurance Coder & Records Custodian