

Children's and Women's Physicians of Westchester, LLP

Division of Pediatric Endocrinology

Phelps Memorial Hospital

755 North Broadway, Suite 400

Sleepy Hollow, New York 10591

Phone 914 366 - 3400 / Fax 914 366 - 3407, 914 358 - 0180

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Dear New Patient,

You must **bring the following information to the first appointment** or you may **be asked to reschedule** your child's appointment. (*Keep in mind that it may take several days to obtain this information so do not postpone its acquisition until the night before the appointment - you must have it in your hand, **not faxed**, when you arrive - do not assume it was sent by your referring practitioner's office*).

***You really, really must bring items 1 - 5 with you!!! Don't delay in obtaining them!!!***

1. **Referral** from your primary care physician (if mandated by your insurance company)
2. Completed **Initial visit forms** (enclosed)
3. Your child's **Growth Chart** (Obtain from your physician's office & **bring with you**)
4. Results of any **blood tests** your child has had in the past year
5. **Bone age X-ray film or CD** - (if requested by our office, a requisition will be enclosed: we need a copy of the film or CD - a copy of the report is unacceptable)

***The Growth Chart is very important!***

Allow enough time to arrive at the office 15 minutes prior to your scheduled appointment including time to park and find the office. In order to be fair to all patients, anyone arriving 15 minutes or more after their appointment time may be asked to reschedule their appointment. If an extenuating circumstance occurs, and you are unable to keep your scheduled appointment, please call the office to cancel no later than 24 hours prior to your appointment.

We look forward to seeing you and your child. If you have any questions at all, please contact the office at (914) 366-3400.

Sincerely,

The Division of Pediatric Endocrinology