

Riverside Pediatrics, Inc.  
50 Amaral Street  
East Providence, RI 02915  
Phone: (401) 434-8009 Fax: (401) 434-2071

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## OFFICE POLICIES

### **APPOINTMENTS**

**No Shows:** Every effort is made to accommodate your needs when scheduling your child or children's appointment(s). You take the time out of your busy schedule and your pediatrician sets aside the time needed to evaluate your child, answer your questions you may have and maintain your child's good health.

If you cannot make your appointment and do not inform our office at least 24 hours in advance we are unable to use your child's appointment time for another deserving family. Therefore, a **\$25.00 fee per child** will be assessed.

**Multiple Appointments:** We realize the needs of our families and the convenience of scheduling your children's appointments on the same day. If you are unable to keep your appointments and do not notify us at least 24 hours in advance we will no longer schedule your children's appointments together.

### **FORMS**

One school, camp or sport participation form per year will be available without charge one week after your formal/written consent. Additional forms will be made available for **\$5.00 per form**.

### **RECORDS**

If you would like your child's records transferred from our office a **\$15.00 fee** will be assessed for current patients. A **\$20.00 fee** will be assessed for patients who are 19 years and older who have "graduated" from our practice. A copy of their records will be available two weeks after payment is received.

### **PAYMENT & INSURANCE**

You are required to pay your office visit or co-pay by cash, check, money order or credit card upon arrival. If you have any questions regarding a bill please feel free to call our Central Billing Office at 401-434-8009.

The physicians are currently members and accepting the following plans:

- Aetna
- BlueCross/BlueShield
- Champus/Tricare/ Greatwest
- Tufts
- EDS
- Cigna
- Neighborhood Health Plan of RI
- United Healthcare of RI
- Harvard Pilgrim

*The above list is subject to change. Please call the office for up-to-date information.*