

New patient appointment check list

- **For your child's first Best Kids Care (BKC) appointment, please arrive 30 minutes before your scheduled appointment** to complete the new patient paperwork or download the paperwork from BKC website and bring the completed paperwork with you to your visit.
- **Bring picture identification**, such as driver's license, and **a current insurance card** that covers your child.
- **Bring your child's current immunization record.** If you are transferring to Best Kids Care from another pediatrician's office, please request copies of your child's entire medical record as soon as possible by completing the authorization for medical release form. You can have the records fax/mailed directly to our office prior to your appointment to allow us time to review before your visit. If you are not able to have the records sent to us, please bring a copy of the shot records with you to your visit.

If your child is a newborn:

Medicaid insurances: You need to call Texas Medicaid and healthcare's partnership (TMHP) and Medicaid HMO to report the baby's birth date. And name the child's primary care physician as Dr. Almasi and obtaining a confirmation number from them.

CHIPS Perinatal: You need to call TMHP and Medicaid HMO to report the baby's birth date. Your child must be reported immediately for coverage to be effective. And name the child's primary care physician as Dr. Almasi, and obtaining a confirmation number from them. If this is not done by given appointment time, we will be glad to reschedule the appointment or make payment arrangements for the visit.

private/other insurances: It is your responsibility to add your child to your insurance within 21 days of birth for the child to be covered. If you have not added your child to your policy and/or we are unable to verify coverage, payments will be due at the time of service. You are responsible for knowing the provider you can and cannot go to according to the information provided by your insurance company.

- **Writing down instructions or advice will help you to remember them later.**
- **Bring a list of all medications your child is taking**, including over-the-counter and prescription drugs.
- **We collect all co-payments and deductibles at the time services** are rendered and file insurance on daily basis. It is required by the insurance company.

These forms are in PDF format for easy printing. To download a free copy of Adobe Acrobat Reader, [click here](#)