



PEDIATRIC HEALTH CENTER OF DUNWOODY

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Dear Family,

Welcome to our Practice. We are excited about the opportunity to care for your children. To provide excellent medical care, our Practice requires previous medical records and a thorough medical history. We hope you have had the opportunity to complete the necessary forms and return them to our office prior to your first visit. This makes your first visit less stressful and less time consuming. If you have not visited our website www.pediatrichealthcenter.com for additional information, please do so as soon as possible. Our EMR system provides you with a current medical record and a great reference for information you may have forgotten as you are speaking with the doctor. You will receive an email invite to join the patient portal. Click on link and register with your name and date of birth, and add your children. This gives you a secure access to your child's chart online.

If you need assistance joining the Patient Portal, please free to call our Front office for help or our Nursing staff with any medical questions. You may contact our Practice Manager, Tiffany Mosley, tiffany@pediatrichealthcenter.com for any issues you may have with our staff or Insurance questions.

If not already done so, we will fax the record request to your previous physician immediately because of the processing time to obtain previous records. This is very important so our physicians can make an informed decision on your child's health care, schedule checkups and make sure your child is up to date on all immunizations.

For your convenience, we have a contagious entrance for our patients with illnesses (fever, rashes, chickenpox, colds, etc.) We ask you to enter and exit from the same side on each visit. The only exception is if your newborn is 4 months or less, please always enter the Well Entrance. Please remember that we pride ourselves on servicing all of our sick patients on the same day they call in. If you wait more than 30 minutes in the waiting room, please see our coordinator for an explanation.

We have provided you with a time table for all checkups and immunizations. Please keep this document for future reference.

Thank you very much for choosing our practice. We are extremely confident in our medical staff and we look forward to developing a relationship with your family.

Sincerely,

Pediatric Health Center Staff

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