PEDIATRIC ENDOCRINE & DIABETES SPECIALISTS

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Dear Parent,

Welcome to Pediatric Endocrine and Diabetes Specialists in The Pediatric Specialty Suite at i. park. I am happy to learn that an appointment has been scheduled for _____on_____.

We are all committed to working together as a team to provide exceptional service, medical care, disease management and patient education to children and young adults with endocrinological disorders.

At the first visit, your child will receive a comprehensive evaluation consisting of a detailed medical history, physical examination, and blood work and/or x rays, if necessary. I may request that a bone age film be done prior to your visit. If so, a requisition is enclosed, and I ask that you bring the actual film or image on CD with you to this appointment.

If your pediatrician has already ordered films and/or blood work pertaining to your child's endocrine condition, please confirm and arrange with your pediatrician that these results reach us at least one week prior to your visit. Also, if your insurance plan requires a referral, be sure to arrange for this with your primary care physician. No appointments can be confirmed without verification of a referral.

The Pediatric Suite at i. park is open Monday thru Thursday and we are closed on Friday. For any non-urgent matters, please feel free to leave your message at 203-229-2090 and I will return your call as soon as possible. Please be sure to leave your name, your child's name and phone numbers where I can be sure to reach you throughout the day. If your matter is urgent and cannot wait, or it is after hours, please call 203-229-2000 and ask for the physician on call.

If you have any questions or concerns about your appointment, please feel free to call my office at 203-229-2051. If you find that you are unable to keep your appointment, please provide us with at least 48 hours notice so that we can offer the time slot to others on the waiting list. If we do not receive adequate cancellation notice, a cancellation fee of $150 will be charged to your account.

We look forward to meeting you and your child.

Sincerely,

Joanne Mirchin
Administrative Assistant/Specialty Suite