



Attention Parents of Newborn Babies

It will be necessary for you to contact your employer or your insurance provider's member services department **WITHIN 30 DAYS OF YOUR CHILD'S BIRTH.** You will need to complete the appropriate forms to add your baby to your family policy. **THIS IS NOT DONE AUTOMATICALLY.** If the paperwork is not completed and received by your insurance provider within the 30-day grace period, there is a strong possibility that coverage will be denied until the next insurance open enrollment period through your employer. Therefore, to avoid any charges that you will be responsible for if your baby is not added as a covered dependent, please fill out the forms **WITHIN 30 DAYS OF YOUR CHILD'S BIRTH.**

If your insurance provider requires that you choose a Primary Care Physician (PCP), make sure you select one of the three providers in this practice. There may be a separate form to complete specifically for this reason. If one of our physicians is not chosen when required by your insurance provider, your insurance provider will deny payment and any balance will become 100% your responsibility.

If you have any questions, please do not hesitate to call our office.

I plan to enroll my newborn child with our current insurance carrier.

I DO NOT plan to enroll my newborn and understand I will be responsible for any payment required at time of service.

Signature: _____ Date: _____ Witness Initials _____

Thank you for your prompt attention to this matter.

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