

## *J.F.K. Pediatrics/ Just for Kids Pediatrics*



*Julie Konowitz-Sirkin, M.D.*  
*Barbara Chamberlain, M.D.*  
*Petra McEwan, M.D.*  
*Kisha Marzouca, M.D.*  
*Sally Benitez, ARNP*  
*Amanda Szymanski, ARNP*



*160 JFK Dr. Ste. 101*  
*Atlantis FL, 33462*  
*Ph (561) 964-1215*  
*Fax (561) 964-1245*

*9868 S. SR7 Ste. 305*  
*Boynton Beach FL, 33472*  
*Ph (561) 369-0111*  
*Fax (561) 369-4003*

Dear Parents,

Welcome and thank you for enlisting your trust in our team here at J.F.K Pediatrics/ Just for Kids Pediatrics to be chosen as your child's Pediatrician. We look forward to developing a long, happy, and healthy relationship with your family.

We are happy to offer 24 hour-a-day assistance to you and your family. If you are need of assistance at any time please contact the office number, during business and after business hours. (Please note: when calling afterhours kindly leave a voicemail and allow 30 minutes for a response. The on call nurse will contact you regarding your concerns.)

Many of the forms are available online for your convenience. These forms can be mailed, faxed, or dropped off to either of our locations. If there are any questions please contact the office directly. The Atlantis office can be reached at (561) 964-1215, and the Boynton Beach office can be reached at (561) 369-0111.

Many of the answers to your questions can be found below, however, if you are in need of assistance feel free to contact the office directly.

Thank you,  
The Physicians and Staff of Just For Kids Pediatrics

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### **Billing & Payments**

Payments are due at the time services are rendered. This includes Co-pays, Co-Insurance, Deductible, or Self Pay fees. Statements are mailed to the address on file every 14 days; if you receive a bill and have a question please contact Kayla at (561) 734-0059. We accept all major credit cards (Visa, Master Card, Discover and American Express). Payments can be mailed to the office, please be sure to completely fill in the payment information for faster processing. Kindly allow 72 hours for payment to post. To avoid the account being sent to Collections, contact Kayla to make payment arrangements.

### **Unpaid Accounts & Returned Checks**

Statements are sent out on a 14 day rotation, after 90 days of non-payment the account will be discharged to a Collection Agency. Once this occurs, all payments should be made directly with the Collection Agency. Please refer to their notification for further instructions.

Returned checks incur an automatic \$30.00 fee which will be charged to the corresponding account.

### **Appointments**

*Wellness appointments (Annual's)* must be scheduled in advance, J.F.K Pediatrics/ Just for Kids Pediatrics reserves same day appointments for children who are experiencing illness like symptoms.

*Same day sick appointments* are available at both locations. These are reserved appointments, and are given on a first come first serve basis. We highly recommend contacting the office at 8am to accommodate your needs.

We are glad to assist your family with their health needs. We are able to accommodate up to three (3) children from a family at one scheduled time. If other accommodations are needed please make prior arrangements by contacting the office location of your choice. (Please note: If you No-Show to a triple appointment, J.F.K Pediatrics/ Just for Kids Pediatrics reserves the right to no longer accommodate a triple.)

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### **Late, Cancellations, & No-Shows**

J.F.K Pediatrics/ Just for Kids Pediatrics has adopted a *late policy* to better assist our patients. If you are more than 15 minutes late after your scheduled appointment time depending on appointment availability we can move your appointment down to our next available appointment or the appointment will be rescheduled for a later date and time.

For *Cancellations* we ask that you kindly contact the office 24 hours prior to your appointment.

For *No-Shows* there will be a \$30.00 fee charged to your account for each missed appointment.

### **Referrals & Authorizations**

When requesting Referrals and Authorizations please allow 72 hours for completion. If you are in need of immediate assistance please contact Daylin at (561) 964-1257. (Please have the children's name, Date of Birth, Specialist Type/ Name/ Procedure codes and appointment information ready.) Referrals and Authorizations are processed as they are written. Please acknowledge that insurance companies may require additional time to process the request.

### **Prescription Refills**

When requesting Prescription Refills of any matter please allow 72 hours for completion. Please contact the office with the Child's name, DOB, Prescription name, and dosage. Once we have processed the request, the office will give you a call when the script has been sent or when it is available for pick up. Please note for ADHD medication i.e. Vyvanse, you can find the ADHD Survey on our website at JFKPediatrics.com located under the green tab labeled "Services" and click, once on this link, please scroll down about half way and click on the blue link labeled "ADHD Follow-Up Parent Survey." This survey will need to be completed prior to receiving the written script in the office. (Note: ADHD medication is written in 1 month increments, and are required to have an office visit every 3 months. This is implemented to be sure the patients are receiving adequate care, such as monitoring their blood pressure, weight gain, and adequate growth per recommendations by the American Board of Pediatrics.)

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## **Forms & Letter**

When requesting forms of any matter please allow 72 hours for completion. This includes Shot Records, Physicals, Sports Physicals, FMLA Forms, and Letters. The fees for each form/letter is as described below:

Shot Records	\$5.00	(Free of charge at Annual Physical)
Physicals	\$5.00	(Free of charge at Annual Physical)
Sports Physicals	\$10.00	(Free of charge at Annual Physical)
FMLA Forms	\$10.00	
Letters	\$20.00	
Misc. Forms	\$20.00	

Fees may increase at any time without notice.

## Vaccinations

As your child's Pediatrician out job is to ensure the safety and well-being of your child. As Board Certified Pediatricians we highly recommend vaccinations according to the American Board of Pediatrics recommendations. Vaccines are an important aspect of childhood. Vaccines are ways in which we can ensure the safety and well-being of not only our child (or children) but those around you as well. We understand parents are entitled to their own opinions and we will make accommodations and recommendations for each of our patients along with their parents to ensure the best quality of care. The current immunization schedule from birth through two years is as follows:

Diphtheria, Tetanus and Pertussis\* (DTaP) Vaccine . . . 2 mos., 4 mos., 6 mos., 15 mos.

Hepatitis B . . . 2 mos, 4 mos, 9 mos.

Hemophilus Influenza B\*\* Vaccine. . . 2 mos., 4 mos., 6 mos, 15 mos.

Polio Vaccine . . . 2 mos., 4 mos., 6 mos.

Pneumococcal Vaccine . . . 2 mos., 4 mos., 6 mos., 12-15 mos.

Rotavirus Vaccine . . . 2 mos., 4 mos., 6 mos.

Mumps, Measles, Rubella\*\*\* and Varicella Vaccine . . . 12 mos.

Hepatitis A Vaccine . . . 12 mos., 18 mos.

\* Whooping Cough

\*\* Hib is a germ that commonly causes meningitis in children

\*\*\* German Measles