

**SUFFOLK PEDIATRIC ASSOCIATES, P.C.**  
1111 MONTAUK HIGHWAY SUITE 104  
WEST ISLIP, NEW YORK 11795  
(631)661-2510

Dear Parent:

The staff at Suffolk Pediatric Associates would like to welcome you to our practice, your new medical home. As your medical home we will take care of your child when he or she is sick and provide well care according to AAP/Bright Futures guidelines. Help you plan your child's care and provide appropriate education/information. Talk with you about any needed testing or treatment. Work with you and other care providers to coordinate care.

We are here to provide patient-centered care for your children, newborn to 18 years old. Enclosed you will find new patient registration forms as well as our office brochure. We ask that these forms be filled out entirely when you arrive for your first visit. We ask that you read through the brochure and visit our website: [www.suffolkpediatrics.com](http://www.suffolkpediatrics.com). Please feel free to arrive 15 minutes early so we can answer any questions you may have about your new medical home. We also ask that you have all previous records (office notes, lab work and vaccine records) sent to us prior to your visit. If this is not possible then it is IMPORTANT for you to arrive 15 minutes early so the staff can import them into your new patient records.

The phone lines are open at 8:30 am Monday-Saturday for medical advice, appointments, refills or billing questions. Remember, we have **same day appointments available EVERYDAY**—so please call us before you go to an urgent care center. For after-hours care (when the office is closed & Sunday) you must call our office first at (631)661-2510 and you will be instructed by message as to the name and phone number of the covering practitioner. Remember, someone is available 24 hours a day 365 days a year for medical advice.

We also have a patient portal available for all families. Please share your email address with us at check in and we can create a temporary password for you. You can access your child's vaccine records as well as request referrals and prescription refills all from the convenience of your home. You can also send us **non-urgent** messages for forms and billing questions.

We look forward to working with you.

Sincerely,  
Suffolk Pediatric Associates