



THE CENTER FOR ADVANCED PEDIATRICS

Comprehensive Care for Infants, Children & Young Adults

Dear New Parents,

Welcome to The Center For Advanced Pediatrics! Our highly trained pediatricians, practitioners, and staff, work hard to provide the best care possible for our families. We are the most comprehensive pediatric practice in the area, offering an extensive variety of special services.

We treat all our patients as if they were our own and recognize the importance of making your transition a positive one. In order to make your switch into our practice as easy and medically complete as possible, we offer the following guide below that outlines the new patient registration process. Thank you for allowing us the opportunity to care for your children and we look forward to meeting you all soon. If you have any questions email Mary Stanton at mstanton@tcfap.com or call at [203-229-2071](tel:203-229-2071).

Guide to New Patient Registration:

1. Click on the “Patient Forms” link on our website home page. You will need to download the first four forms; Family Registration, Medical History (one for each child), Notice of Privacy Practices, and Record Release Form.
2. We will need a copy of your child’s pertinent medical record and immunization record. You will need to get these from your current pediatrician. The Record Release Form mentioned above should be given to your current pediatrician to facilitate the process. Due to federal patient confidentiality rules we cannot have records faxed to our practice.
3. A copy (front and back) of your insurance card. If you have secondary insurance, include that card as well.
4. Once you have all the above (the four forms from our website, prior medical records/immunization record, and a copy of insurance card, MAIL (or drop off) the entire package to our Norwalk Office: Attention Mary Stanton, The Center For Advanced Pediatrics, 761 Main Ave. Suite 112, Norwalk, CT 06851. Once the physician has reviewed your child(ren)'s record(s) we will contact you for your first appointment.
5. So we may know to expect your medical records,, please email Mary Stanton at mstanton@tcfap.com to let her know that you have sent everything.

We look forward to meeting you and your child(ren) and thank you for giving us the opportunity to care for your family.

Sincerely,
Mary Stanton
Communications & Patient Coordinator