



400 Taylor Boulevard, Suite 306, Pleasant Hill, California 94523

New Patient Checklist

To help you prepare for your visit, please complete the following list before arriving to your appointment. Please bring any forms and agreements/acknowledgements filled out and signed to your first visit. If you have any questions, please do not hesitate to call us at 925-691-9688 or you may visit our website at www.diablovalleychildneurology.com.

Completed registration and appropriate medical forms (available on website)

Current insurance cards

MRI or CT films/results if applicable (please bring report and CD/MRI to appt)

EEG tracing/report if applicable (if not performed at CHRCO or Neurology Medical Group of Diablo Valley)

Pertinent medical records from other specialists or primary care physicians

Relevant school and developmental testing, and/or neuropsychological assessments

Co-pays and deductibles due at time of appointment (Visa, Master Card, personal check)

Office & Financial Policies have been read and agreement signed (available on website)

Notice of Privacy Practices have been read and signed (available on website)

Email Information has been read and agreement signed (available on website)

Your initial appointment will consist of a comprehensive evaluation of your child's neurological issues, as well as a complete history and physical examination. This visit will last approximately 45– 60 minutes. Subsequent follow-up appointments will last 15-40 minutes, depending on the complexity of the evaluation.

Our office hours are Monday, Tuesday 8:00 am–5:00 pm, Wednesday, Thursday 8 am–7:00 pm and Friday 8:00 am–4:00 pm. If you have an emergency after hours, please call our main number at 925-691-9688 and our answering service will contact the on-call physician for you.

Please arrive 20 minutes prior to the appointment time to anticipate any additional paperwork and traffic. It is very important that you call our office at least 48 hours in advance if you need to change or reschedule this appointment.