

[Date]

Dear [Parent Names],

Congratulations on the birth of [Baby's Name]! We are honored that you have chosen [Practice Name] to care for your growing family. Our team is dedicated to providing the highest quality healthcare for your child from infancy through young adulthood.

Initial Appointments

Newborns are typically seen within 2 to 3 days after discharge from the hospital. At this first visit, we will check your baby's weight, screening results, and address any feeding concerns. Please bring your hospital discharge paperwork with you.

Office Hours and Contact Information

- **Phone:** [Phone Number]
- **Office Hours:** [Monday-Friday Hours]
- **Weekend/After Hours:** [Instructions for urgent calls or weekend clinics]
- **Patient Portal:** [URL for portal]

Emergency Care

If you experience a life-threatening emergency, please call 911 immediately. For urgent medical questions after hours, please call our main office line to be connected to the on-call physician or triage nurse.

Well-Child Visit Schedule

To ensure your baby's healthy development, we follow the American Academy of Pediatrics (AAP) recommended schedule for check-ups:

- 1 Month
- 2 Months
- 4 Months
- 6 Months
- 9 Months
- 12 Months

Office Policies

Insurance: Please contact your insurance provider within 30 days of birth to add your newborn to your policy. Bring your insurance card to every visit.

Cancellations: We request 24 hours' notice for any appointment cancellations.

Resources and Support

We are here to support you with breastfeeding, sleep schedules, and postpartum care. Please do not hesitate to ask any questions, no matter how small they may seem.

Welcome to our medical family. We look forward to watching [Baby's Name] grow!

Sincerely,

[Physician Name/Practice Name]

[Practice Address]

[Website URL]