

LINCOLN COUNTY HEALTH DEPARTMENT
CHILD HEALTH SERVICES
704-735-3001 704-736-8686 (Spanish)

Thank you for choosing us to assist you with your child's health care needs. Our normal operating schedule is Monday-Friday from 8:00 – 11:30 am & 12:30 - 5:00 pm. For appointment information please call one of the numbers listed above.

Please bring the following to your visit:

1. **Child's photo identification** (or birth certificate, passport, social security card, etc.)
2. Parent's Social Security Number (if applicable)
3. **Insurance Card** (if applicable)
4. **Parent's proof of income** (such as several recent check stubs, child support, copy of your income tax returns, etc.) Our clinic services are based on a sliding fee scale. We use the financial information to determine your percentage of the cost for the examination. **Failure to bring in proof of income will result in you being charged 100%.** You may ask to speak to someone in the business office if you have financial questions.
5. **A copy of your child's immunizations.** (Without this information your child will not be able to get immunizations if needed).
6. **Proof of address.** This clinic serves residents of Lincoln County. We need proof that you are a resident of Lincoln County such as a bill with your name and address dated within the past 2 months or a rent receipt. **Failure to bring proof of Lincoln County residence will result in rescheduling your child's appointment.**
7. We ask that you **DO NOT** use a cell phone or text during your visit.

Please call us at least 24 hours ahead of time if you are unable to keep this appointment. We would like to offer this appointment to someone else if you are unable to be here.

If you are going to be more than 15 minutes late, please call us. Your child's appointment may be rescheduled if you are late. We understand that there are circumstances beyond your control and we will see your child if possible.

A parent or legal guardian must accompany the child. If you are a legal or court appointed guardian, you must provide legal guardianship papers. If the parent or legal guardian is unable to accompany the child, you must come by before the scheduled appointment and pre-sign designating who will be accompanying the child on your behalf. A step-parent may bring the child but the parent must also pre-sign.

We offer Spanish interpreter services. You may ask to be scheduled with an interpreter as you make your appointment. The clinic appointment may take up to 2 hours. Sorry, but baby-sitting is not available.

We hope this information is helpful. **Your appointment is:** _____ **at** _____ **am/pm**

Thank you
Child Health Services