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We are pleased you have chosen to become our patient. Outlined in this brochure are a few items which will help us serve you better.

OFFICE HOURS:

- Monday, Wednesday, and Friday- 8:30 am 4:00 pm
- Tuesday, and Thursday- 8:30 am 12:00 pm
- Saturday Doctor on call 9:00 am 12:00 pm. Call office for on call Doctor's phone number.

TELEPHONE CALLS:

- Please call as early in the day as possible to schedule a same day sick child appointment, and 2-3 weeks ahead for well-baby checks, routine physicals for camp or athletics, and yearly checkups.
- For discussions about behavior, school problems, discipline, or chronic illnesses, ask for a longer appointment so that appropriate time can be scheduled for such problems.
- When scheduling two or more children, please alert our office in order that we may reserve enough time on the schedule.
- For medical advice, please share your problems and questions with our nurses. They are specifically trained to handle many pediatric problems and can answer most questions and give approved advice. However, if there are problems that exceed their limits, the doctor will contact you as soon as possible.
- If you should need to call the doctor after hours, please call the office number (972-235-0385) for instructions. Try to have pencil, paper, and pharmacy number handy. Please limit evening and weekend calls to illnesses that require immediate care. Prescription refills, symptoms lasting several days or weeks, school or physical education excuses, immunizations, etc. should always be handled during regular office hours.

PROFESSIONAL FEES AND INSURANCE

• Please present your insurance card to our receptionist when you sign in at each visit. If you are covered by a contracted insurance company, you will be asked to pay all applicable fees. If you are self paying, all fees will be due at the time of service.

OFFICE VISITS: Both well and sick visits to our office are an important part of your child's comprehensive medical care. On the back of this brochure, we have outlined a schedule of routine examinations and immunizations. Please keep the following in mind:

- All Visits require an appointment.
- Please bring complete immunization records with you if immunizations or boosters have been received elsewhere.
- Please remember that enrollment or camp forms which request a physician's signed statement concerning the physical or emotional status of your child require an appointment with a complete physical examination.

Instructions for good home care:

FEVER: Fever greater than 100 in any infant less than 3 months old should be reported to our office right away. In older children, however, high fevers are common and do not necessarily indicate significant illness. Fever without other signs of illness may usually be treated 2-3 days without coming in.

- For infants, acetaminophen 160mg /5ml every 4 hours is best. Call office for dosage.
- Temperatures above 104 rectally are easily reduced by briskly sponging in a lukewarm tub bath until the temperature is below 103.
- DO NOT use enemas, ice water, or alcohol rubs for fever.

NASAL CONGESTION: Infants primarily breathe through their nose; therefore nasal congestion and discomfort is much more evident than in older children.

• Mix 8 oz of distilled water with ½ tsp. of table salt and put 2-3 drops in each nostril followed by suction with a bulb syringe to clear mucous from the nose. Infant saline drops can also be purchased at any grocery or pharmacy.

POISONING or OVERDOSE: Call poison control immediately for all poisonings 1-800-222-1222.

COUGH: Encourage extra fluids. Call office if cough persists longer than 3-4 days.

WHEEZE: All wheezing should be treated with prescription medication. A vaporizer or cool mist humidifier can be comforting and important treatment for croup.

DIAPER RASH: Cleanse well with a damp cloth, dry well, and apply Desitin, Vaseline, or A&D ointment. DO NOT use soap or other cleansers more than once a day.

EAR ACHE: Call office during regular working hours. Acetaminophen may be given for pain. For immediate relief:

- Press a warm compress of a towel rung out in hot water against ear.
- Place 2 drops of warm mineral oil in the ear. (Discontinue if ear has signs of mucous.)

SORE THROAT: Generally, these are caused by viral or strep infections. Viral infections cannot be treated and usually last 3-5 days. Strep can usually be determined by swabbing the throat for cultures and will require 10 days of antibiotics.

• Chloraseptic spray or gargle will help ease the discomfort.

VOMITING and DIARRHEA: If the child is less than 4 months old call the office. For children older than 4 months, see below and call if symptoms progress or show no improvement within 3 days. Those under 1 year old may take longer (10-14 day recovery time is not uncommon).

- Use small frequent feedings of clear liquids only the first 24 hours. (Pedialyte or Gatorade preferably). After 24 hours, continue clear liquids and introduce a "BRAT" diet (Bananas, Rice, Applesauce, and Toast or crackers). Any "cooked type" cereals or clear soups can also be given.
- If a child is breastfed, continue regular feedings.
- If baby is on formula, start a lactose-free or soy formula. Again small frequent feedings are best.
- Omit milk and juices while vomiting and/or diarrhea is present.
- Dehydration is not normally a problem with the above care; however, the child's mouth should be moist and urination should be normal.
- DO NOT give RED jello as it can be mistaken for blood in the stool.

CUTS and WOUNDS: Apply pressure directly to the wound to stop bleeding. If it's a large wound, call the office or go to the closest emergency facility for treatment. If it is small, wash with soap and water and apply a clean bandage.

HEAD INJURY: Call the office if there is a large lump, unusual drowsiness, forceful or repetitive vomiting, a seizure, clumsy walking, bad headache, or one pupil larger than the other. Check the child every two hours to make sure symptoms are not present.

NOSEBLEED: Set child upright and pinch nose as if something smells bad. Pinching at least 15 minutes will usually stop the bleeding.

RECOMMENDED EXAMINATION SCHEDULE

Your child is very important to you. In order to insure his or her good health and development, we recommend the following schedule of routine examinations and immunizations.

AGE	HT	WТ	BP	Vaccines	LAB	OTHER
Birth	x	x		HBV	NBS	
4 day	x	x				
2 wk.	x	x			NBS	
1 mo.	x	x		HBV		
2 mo.	x	x		DTaP-IPV/HIB,PCV,Rotateq		
4 mo.	x	x		DTaP-IPV/HIB,PCV,Rotateq		
6 mo.	x	x		DTaP-IPV/HIB,PCV,Rotateq, HBV		
9 mo.	x	x			H/H	Lead Screen
12 mo.	x	x		MMR, Var, PCV		Autism & TB Screen
15-18 mo.	x	x		DTaP-IPV/HIB, HEP A		Autism Screen
2 yr.	x	x		HEP A	H/H	
3 yr.	x	x	x		UA	
4 yr.	x	x	x	DTaP, IPV, MMRV		Eyes/Ears
5,6,7,8,& 9 yr.	x	x	x			х
10 yr.	x	x	x		Lipids	х
11 yr.	x	x	x	Tdap, MCV4,HPV9		х
12,13,14, & 15	x	x	x			x
16 & 17 yr.	x	x	x	MCV4, MenB		x
18 yr.	x	x	x		Lipids	Eyes Only