



The Arc Gateway  
3932 N. 10th Avenue  
Pensacola, FL 32503

Pearl Nelson Child  
Development Center  
T 850 434-7755  
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***Achieve with us.***

*We make getting started with pediatric therapy at the Pearl Nelson Center as easy for you as we can. To schedule an appointment, please call our office at 850-434-7755 so that we can gather all of the necessary information.*

#### Information Needed Prior to Scheduling an Appointment:

- Insurance information so that we can verify your level of benefits such as deductibles, co-pays, co-insurance, maximum out of pocket expenses, whether a prior authorization is needed for services, and if there is a limit on the number of visits your plan allows. You will know, if any, your expected out of pocket costs prior to your first appointment.
- The referring doctor's name so that we can contact them to obtain a prescription for the evaluation/therapy services needed unless one has already been provided to you or us. If you have the prescription, we will need a copy of it before we can schedule your first appointment.
- If your child has had an evaluation within the last 6 months, we will need a copy of the evaluation so we can determine if the first appointment will be for an evaluation or therapy.

#### Your First Appointment and Then What?

- Please feel free to complete our Intake forms prior to your first appointment. You can fax the completed forms to 850-469-0858, email us, or simply bring them with you to your first appointment. If you are not able to download and print the forms, no worries, we will provide you with the forms at your first appointment and ask that you arrive 15 minutes early in order to complete them.
- If your child is in school and receiving therapy services with an IEP, we will need a copy of it for the therapist to review, as well as for insurance prior authorization purposes.  
PLEASE NOTE: Any time your child's school renews the IEP and your child is still receiving services with us, we will need to be provided with the updated IEP.
- At your child's first appointment, an evaluation will be performed and you will meet with the therapist(s) to discuss your concerns.
- After the therapist completes the evaluation report and Plan of Care (POC) for your child, we will send it to your child's pediatrician or referring doctor for their signature.
- After your child's doctor signs the plan of care and returns it to us, we will request a prior authorization from your child's insurance company, if required.
- After we have approval from your child's insurance company, we will call you to schedule therapy. Please note once the POC is written, it typically takes at least 2 weeks to obtain the doctor's signature and prior authorization from your insurance company if one is required