

Patient Name: _____ Appointment Date: _____ Arrival Time: _____

New Patient Information and Policies

Please read this form thoroughly. Sign and date at the bottom and bring this form along with the items listed below to your appointment.

- You will receive **TWO** reminder calls about this appointment. The 1st call will be approximately two weeks before your appointment, to verify the appointment date/time, verify you received your paperwork, and answer any questions you have. The 2nd call will occur the day before your appointment and is a confirmation call -- you must confirm both of these calls by returning our call to confirm! You may leave us a voicemail to do so. Failure to do so, will result in cancellation of your appointment.
- Please arrive by the arrival time stated above. You do not need to arrive any earlier.
- You will be here a **minimum of 2 hours** for your first appointment, so please plan accordingly.
- Cancellation or reschedule of a new patient appointment requires a 48-hour notice. Patients who no-show or do not provide a 48-hour notice cannot be rescheduled.
- Co-pays and deductibles are due at the time of service. We apologize for any inconvenience, but we cannot accept a check at the first appointment. Visa, Mastercard and cash are accepted.
- If your insurance company requires a referral, it is your responsibility to get one from your PCP. If this referral is not in our office at the time of your visit, you will need to reschedule your visit or agree to pay the full charge at the time of your appointment.
- We will only see minor children (17 years and younger) with a parent / legal guardian present – unless – we have written permission to see the child unaccompanied, or accompanied by someone other than the parent or guardian.
- Requests for forms to be filled out, or letters to be written by the physician, will require a separate office visit and exam. These forms often ask specific questions the physician does not address in a regular follow up visit.
- There are additional fees to have the physician complete forms or write letters. Please allow 7 business days to complete.
- Patients coming to their appointment seeking **disability or workers comp** MUST disclose this information when scheduling their appointment. Call our office if you did not disclose this at the time of scheduling. Forms will not be completed for patient who do not disclose this information before their appointment.
- Patients need to follow the doctor's treatment plan and schedule, in order to continue receiving refills on medications.

Bring all of the following to your appointment:

- Insurance card(s).** If you do not have your insurance card the day of the visit, you will be required to pay for the appointment that day in the form of Cash or Credit Card. You will need to present an actual insurance card at your visit – not a photocopy, or copy on your phone. If you do not have one, please contact your insurance company to have additional cards sent, immediately!
- Photo ID.** A valid driver's license or State ID MUST be presented for proof of identity. If you do not have photo ID at your visit, you will need to pay for your appointment in cash.
- Thoroughly completed paperwork.** We apologize, but if your paperwork is not completed when you arrive for your appointment, your appointment will need to be rescheduled.
- Medical Records.** Bring copies of relevant labs and x-ray reports, or have your physician fax them to us at (810) 225-7558. We suggest calling us the day before to see if we have them in our office. We cannot make copies of the records you bring, so if you wish to keep a copy of those records, please make a copy before your appointment.

By signing below, you acknowledge that you have read and agree to the above policies and payment.

Patient Name (printed)

Patient Signature

Date