

Dear _____

Enclosed please find your new patient paperwork.

- 1) Please fill out forms completely.**
- 2) All forms must be signed.**
- 3) Please arrive 10-15 minutes so your chart can be typed.
- 4) New patients should plan to be here for at least 1 hour.
- 5) Please bring your insurance card with you. If you do not have your card, you will be responsible for the billing of your insurance.**
- 6) If your insurance requires an authorization, please obtain that from your primary care physician.
- 7) Co-pays are due on the date of service. We will not bill for co-pays. We do accept Visa and MasterCard with a \$15.00 minimum. Amounts under \$15.00 need to be paid by cash or check.**
- 8) If you are a cash paying patient and you need a quote for services beyond the initial office visit, please ask the doctor when you are in the exam room before services are provided.
- 9) If you are coming in for cosmetic procedures, payment is due at the date of services.
- 10) If you are taking any medications, please bring a list with you, we will copy the list and include it in your chart.**

All paperwork must be completed and all forms signed before you arrive. If not completed, we may require you to reschedule your appointment to a later date.

If you have any questions regarding any forms, please call before your appointment date to clarify.

Thank you.