

New Patient

If you are referred to our office by your doctor, then our office will work with your doctor to make you an appointment. You will be notified after your appointment is made with our office. Our practice participates in most insurance companies.

If we take your insurance, we will file your claims for you. You are expected to pay your copay at the time of departure. If you do not pay your copay, we will add a charge of \$10.00.

If you have an HMO that may require a referral to be seen by us, remember that it is the responsibility of you and your primary care physician. We cannot obtain a referral for any of your visits to our office.

Medicare deductibles are due at the beginning of January. You are responsible for this deductible unless you have secondary insurance that will pick up the deductible. Please inform your doctor of any needed copies of your records or lab reports to be sent to another doctor during your visit. If you, an insurance company, or an attorney's office need your records, we must first have a signed release authorization to send the documents. There are fees for completing forms and copies of records released to the patient.

Our appointment reminder system will begin contacting you 72 hours before your appointment to remind you of your appointment date and time. If you have a conflict in your scheduled appointment, please notify our office as soon as you are aware, and we will do the same.

As a new patient, you must arrive 15 minutes before your appointment. You will need to bring your photo ID, insurance card, and new patient paperwork with you. Please be aware that your initial appointment may take up to 1-2 hours as you may have special diagnostic testing work at that time.

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[Medical Records Release](#)[Download](#)

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**Please fill out the paperwork with blue or black ink only.*