

Please review these suggestions prior to your appointment.

1. If your insurance company requires a referral from a Primary Care Physician (PCP), please contact your PCP prior to your appointment to obtain this. We may not be able to see you without the referral due to the regulations set by your company. Under certain circumstances, our staff may not be able to obtain the referral for you at your appointment time.
2. If your insurance company requires a standard co-payment for services, we will need to collect it on the day of your appointment in accordance with regulations set by your company. Please be prepared to pay the “patient due/balance” part of your bill at the time of your visit. If not and depending on your circumstances, we may have to reschedule your appointment.
3. If you change insurance companies during the course of your treatment, please advise our staff of the new information. Insurance companies require claims to be filed by a certain date. If we do not receive this information, you will be responsible for your bill.
4. Your visit may include studies such as urinalysis, hemoglobin, etc. that are considered to be standard care. Many insurance companies do not pay for these studies when they are performed for screening or preventive purposes. Payment for these services is not included in the standard co-payment amount and therefore will be the responsibility of the patient. Please call your insurance company to find out your benefit coverage. You may be asked to sign a waiver for these services.
5. Please fill out the enclosed forms before your visit with us. If you know you will be arriving late for your appointment, please notify us as soon as possible. If a patient arrives late, we may not be able to see her and the appointment would have to be rescheduled. **If you do not have the completed forms when you come to the office, please try to arrive 15-30 minutes before your appointment time to fill them out.**
6. We make every attempt to see patients in a timely manner, however, late arrivals, unexpectedly extended problems, and emergencies may cause delays. The staff will keep you informed if a Provider is running behind schedule. We apologize for any inconvenience this may cause and will work with your schedule to satisfy you any way we can.