

# EVMS

Eastern Virginia Medical School

HEALTH SERVICES

*Patient-Centered Quality Care*

# Welcome to EVMS Health Services!

## Important information about your visit with us today.

- Please give the receptionist your insurance card at each visit.
- If you have moved, changed your phone number or employer since your last visit, please tell our receptionist.
- Your insurance company requires that we collect your deductible or co-payment at the time of service. If you are a self-pay patient or we do not participate with your insurance company, full payment is due at the time of service.
- There is a fee of \$20.00 to complete forms (disability, employers, etc.). Please complete your portion of form, including your signature. Payment from the patient is due before we release the completed form.
- If you are late for your appointment, we will do our best to see you; however, we may need to ask you to reschedule.