

## **THE ENDOCRINE CLINIC, P.C.**

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Endocrinology and Diabetes of Adults and Children

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Dear Patient:

Thank you for allowing us to provide for your medical care. On our web site, you will find your new patient information forms. In order to minimize unnecessary delays, please print and fill out all the materials completely and legibly at your home and bring all of these forms to your appointment. It's okay to send them to us in advance.

With your completed paperwork, please bring the following information at the time of your visit:

- Your insurance card.
- Your driver's license.
- A list of all your medications with the dosages and number of times per day you take your medication or the medication bottles.
- All pertinent information pertaining to this visit from the hospital or your primary care physician, including tests, lab work, office notes, x-rays, etc.
- Your method or payment (cash, check, debit/credit card) for all co-payments, deductibles or charges for services and incidentals incurred ***at the time service is rendered.***

If your insurance requires a referral, please verify with your primary care physician that the referral has been sent to us, as obtaining a referral is your responsibility. If the referral has not been received by us, you will be significantly delayed for your appointment, or possibly rescheduled if the referral cannot be obtained from your primary care physician.

Your check-in time is 15 minutes prior to your actual appointment time. ***Please plan to arrive 15 minutes prior to your appointment so that we can verify your insurance.*** Late arrivals may necessitate the need to reschedule your appointment.

If it is necessary to cancel or reschedule your appointment, please call us as soon as possible, in order to avoid incurring a charge for failing to cancel your appointment.

A **map is available on our website** as well as access to **directions** for your convenience. If you have any questions, please feel free to call our office for assistance. We look forward to seeing you.

Thank you!

The Providers and Staff of The Endocrine Clinic, P.C.