

Dear New Patient:

Your appointment has been scheduled and you can print the forms, complete each one and bring them with you on your first visit.

1. Print and fill out the ***Patient Information Form***, including all insurance information and two contact numbers. Please sign the back of the Patient Information Form.
2. Print and fill out the ***History & Physical Sheet***, including all past and present illness or family history. Fill out both sides of this form, including the ***yes*** or ***no*** questions on the back.
3. Print and fill out the ***Confidentiality/Medical Records Form***.
4. ***Please bring copies of current lab test(s) and any x-ray film(s) you have had taken recently.***
5. Our staff will also need to make a copy of your insurance card(s). If you have any questions or concerns about your insurance coverage, payment due at time of service, etc., please do not hesitate to call our office. Insurance(s) will be verified at time of service.
6. Go to the ***Directions Tab*** on our home page to find directions to our office locations.
7. All deductibles, co-pays and non-covered services will be due at the time of service.
8. Payments can be made by cash, check, money order, or VISA/MC.
9. Any patient requiring services without proof of insurance will be required to pay by cash.
10. Medical records will be processed with a 30-day period.
11. Notify our receptionist of any changes in patient/insurance information.
12. A 24-hour notice is required for cancelled or rescheduled appointment.
13. Any workman's compensation services will be verified before services are rendered.
14. A returned check fee is \$ 30.00

Thank you for allowing us to serve you.

Simon Mirelman, M.D.