



PATIENT INFORMATION

We would like to take this opportunity to acquaint you with some of our office procedures.

Medical History

Our staff will ask you to fill out a patient information form if you have not done this. These questions are a necessary part of the examination so the doctor can obtain essential data about you. Your address and phone number are needed in case the doctor needs to get in touch with you.

Information concerning occupation, age, etc., is also important because it has a bearing upon your health and physical status. If you have insurance claims made out by this office, all of these items are necessary to complete

the forms. All information given to us is strictly confidential.

Checking Out

After the doctor has examined you and given you the proper instructions, please present the charge slip to the receptionist at the check out desk. She will give you your next appointment and discuss the charges with you.

PLEASE REFER TO OUR CREDIT POLICY FOR FURTHER INFORMATION.

Assistance and Goals

Our highest goal is service to you. We want to cooperate with you in every possible way. If you have questions, please feel free to talk to any of us about them.

Physician and staff at Orthopaedics PC make every effort to stay on schedule. However, in our specialty, we often have emergencies that require immediate treatment. If we are

delayed, we will try to notify you as soon as possible of the delay.

If your insurance company requires pre-admission authorization for hospitalization and/or surgery, it is your responsibility to notify us and secure the necessary forms.

X-Rays

Please bring all previous x-rays that you've had taken relating to your complaint; for example, knee x-rays for a knee exam.

This includes MRI, CT, and bone scans as well as regular x-rays.

Call the medical office or hospital where you had your x-rays taken, and they will loan them to you or they will send them to us in advance.

If you have any questions, please call our office toll-free at 1.877.269.5443 or local number at 580.2022. We will be pleased to assist you.

Thank you!