

WELCOME LETTER

We would like to take this opportunity to welcome you to our practice. Our records indicate that this will be your first office visit with us. If you have been seen in our office (by any physician) under a different name, please notify our staff.

During your first visit you will undergo a brief physical exam and we will review the most recent lab work and/or tests from your primary care or referring physician. It is **VERY** important that you contact your referring physician to obtain your most recent lab work and last office visit note. If we do not have the medical records from your referring physician, we will not be able to see you and your appointment will have to be rescheduled. We encourage our patients to call us 3 days prior to your new patient appointment to ensure that we have received the medical records.

We require payment for professional services and/or co-payments at the time services are rendered. Please review our Financial Policy for complete information.

You need to bring the following with you to your appointment:

- 1) Completed new patient paperwork
- 2) Insurance Referral/Authorization
- 3) List of medications or your medication bottles
- 4) Photo I.D.
- 5) Insurance Card
- 6) **Medical records pertaining to the condition that you are coming to see us for (MRI, CT, Labs, Office notes).**

We ask that you arrive 20 minutes early for your appointment to allow us to get you registered in our computer system. Please note, if you arrive greater than 15 minutes past your scheduled appointment time you may have to wait or possibly be rescheduled. If you find it necessary to cancel or reschedule your appointment, please do so at least 24 hours in advance to prevent being charged a **NO SHOW FEE OF \$100.00**. This notice will also enable us to give other patients, who need to be seen, an earlier appointment.

We look forward to seeing you and having you as our patient here at Diabetes & Endocrine Center of Orlando, P.A.

Sincerely,

The team at Diabetes & Endocrine Center of Orlando, P.A.