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New Patient Intake Instructions

Dear Patient,

This is your new patient packet.

- Please print out and complete the forms included in this packet.
 - You may mail or fax completed forms to the office at the above FAX number.
 - If you are bringing forms to your appointment please arrive 30 minutes early so that we can verify your insurance and prepare your chart.
 - If we are unable to verify your insurance you will be responsible for full payment of your visit at time of service.
- If you are not sure what your policy covers contact your insurance company or human resource department for documentation of your health insurance limits and coverage. It is the patient's responsibility to make sure that they are using a participating provider for all services.
- We ask that you bring a copy of current pharmacy formulary and specific information regarding your prescription benefits.
- We reserve the right to charge a \$25.00 no show fee for confirmed missed appointments. We schedule a full 30 minutes for a new patient appointment and failure to show for a confirmed appointment means lost time for the office and reduced service availability for other patients.
- Attached is a copy of our Patient Letter which informs you of our policies and procedures. This is the most current version but is subject to change without notice.
- Please review our website at www.worknotes.com/fl/stevenacrews,do,pa

If you have any questions regarding these forms or policies please contact the office for clarification.

We look forward to serving your health care needs.

Sincerely,

Steven A. Crews, DO