

## New Patient Information

Everyone is so busy these days but, please take the time to do the following things **prior to your first appointment**. You will benefit greatly.

- Call your insurance company and change your Primary Care Physician.
  - Arrange for your medical records to be sent to our office.
  - Please download the following forms from our website:
    - Authorization to Release Medical Records
    - General Information and Insurance Form
    - Universal Medication Form
    - Patient Visit Checklist
    - HIPPA Acknowledgement Statement
    - Wellport Consent Form
  - Make an appointment and put it in your schedule. **If you need to cancel or reschedule your appointment, please give us at least 24 hour notice.** The reason for your visit will determine the type and length of appointment you are scheduled for. A physical exam and/or a new patient visit may take 45 minutes. We spend the time necessary to treat our patients.
  - Consider making arrangements for someone to join you (a second set of ears).
  - Arrange transportation if needed.
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