

Dear Patient:

Thank you for allowing us to provide for your medical care. Enclosed, you will find your new patient information packet. In order to minimize unnecessary delays once you arrive for your appointment, please fill out all the material completely and legibly, **and mail or fax this information to us as soon as possible**. You may fax this information to (901) 763-3694.

In addition to your completed paperwork, please bring the following information at the time of your visit:

- Your insurance card;
- Your driver's license;
- A list of all your medications or the medication bottles;
- All pertinent information pertaining to this visit from the hospital or your primary care physician, including tests, lab work, office notes, x-rays, etc.
- Your method of payment (cash, check debit/credit card) for all co-payments, deductibles or charges for services and incidentals incurred **at the time service is rendered**.

If your insurance requires a referral, please verify with your primary care physician that the referral has been sent to us, **as obtaining a referral is your responsibility**. If the referral hasn't been received by us, you will be significantly delayed for your appointment, or possibly rescheduled if the referral cannot be obtained from your primary care physician.

Your check-in time is 15 minutes prior to your actual appointment time. **Please plan to arrive 15 minutes prior to your appointment so that we can verify your insurance**. Late arrivals may necessitate the need to reschedule your appointment.

If it is necessary to cancel or reschedule your appointment, please call us as soon as possible, in order to avoid incurring a charge for failing to cancel your appointment.

A map is enclosed for your convenience. If you have any questions, please feel free to call our office for assistance. We look forward to seeing you.

Thank you,

The Providers and Staff of  
The Endocrine Clinic, P.C.