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## ***Baptist Rheumatology***

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Thank you for making your appointment with Baptist Rheumatology, where we are committed to providing you the best possible care.

You are required to come 30 minutes early for your first appointment. This will allow us to enter your demographic and insurance information, build your medical history in our electronic chart system and check you into your room. It is VERY IMPORTANT that you bring the following items with you, if you do not have these items we may need to reschedule your appointment.

- COMPLETED PATIENT FORMS
- ALL DIAGNOSTIC REPORTS FOR THE PAST 6 MONTHS
- A VALID REFERRAL (if required by your insurance company)
- INSURANCE CARDS AND PICTURE ID

Due to the recent changes in Health Care we will be collecting your co-pay as well as any payment not covered by your insurance at the time of your visit. This will include your deductible and/or your coinsurance. Please be prepared to make payment at your visit.

We conveniently confirm appointments 48 hours in advance, therefore a no-show fee of \$30.00 will be applied to your account if we have not been notified of cancellation 24 hours in advance. We understand that sometimes obstacles occur, causing a patient to arrive late, our goal is to provide you care that same day; however, we may need to reschedule your appointment if you arrive late depending on the day's schedule.

Test results are discussed during follow-up visits unless it has been determined by the physician that you must be made aware of results prior to your next visit. In that case you will be contacted by a staff member.

There is a \$25.00 charge for all FMLA/Disability and insurance forms payable when you submit the form, please allow 2 weeks to complete and submit.

Thank you again for trusting Baptist Rheumatology. We look forward to meeting you soon.

Baptist Rheumatology Physicians and Staff.