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

You are required to come 10 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.

- Completed Patient Forms
- All Diagnostic Reports for the past 12 months (if you do not have such records, we will request a release for any such documents at the first visit)
- 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 visit. This will include your deductible and/or your coinsurance. Please be prepared to make payment at your visit.

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 who will alert you to next steps.

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

Baptist Endocrinology Mandarin Physicians and Staff