



Endocrinology, Diabetes and Metabolism

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Dear New Patient:

We would like to take this opportunity to welcome you to Baptist Endocrinology – South. Your initial visit will involve a consultation with the physician, possible testing and a tailored treatment plan.

We encourage you to contact your referring physician to obtain relevant medical records prior to your appointment. If needed, this information can be faxed to our office at 904-880-6562.

Checklist for your appointment:

- Completed new patient paperwork
- Insurance Card(s)
- Prescription Cards - *If available*
- Photo Identification
- Insurance Referral/Authorization for Endocrinology visits - *If required by insurance plan*
- List of medications
- Medical records pertaining to your endocrine condition - *Labs, Office Notes, Diagnostic Imaging, etc*

If you are unable to maintain your scheduled appointment, we kindly ask that you provide us with at least 48 hours’ notice. This courtesy on your part will allow another patient to accept your appointment time. No shows/Cancellations less than 24 hours will result in a \$50.00 fee that must be paid before another appointment can be rescheduled.

Thank you for choosing Baptist Endocrinology-South to help with your endocrine needs. If you have any questions, please contact us at **904-880-9696**. We look forward to meeting you at your first appointment.

Sincerely,

The Physicians and Staff of Baptist Endocrinology-South