



Dear New Patient,

We are enclosing two forms, which are to be completed and returned to our office, prior to your visit. Our office **MUST** receive these forms at least two days prior to your appointment, please allow five business days for mailing, to avoid duplicating them after you arrive.

Please bring the following with you on \_\_\_\_\_, **current medications, medical records, x-ray films or disk, and x-ray reports that pertain to your symptoms.** Enclosed is a stamped addressed envelope for your convenience, in returning the *Medical History Profile* and the *Patient Information form*.

Due to the fact that billing and mailing of statements is a very expensive process, we request that you pay for the office visit at the time the service is rendered. In this manner, we can all cooperate to keep the cost of medical care under control. We will bill your insurance company for the larger fees incurred with surgery. However, you are expected to pay any co-insurance and/or deductible amounts at the time service is rendered. **All patients with Health Savings Accounts and high deductible health plans should make arrangements in advance of service.**

We are participants with Medicare, Blue Cross Blue Shield TN Preferred, United Health Care, Cigna PPO, Cariten, Anthem, Highlands Wellmont Health Network, Mountain States Health Alliance, Virginia Medicaid and others. Insurances requiring a referral **MUST** be received prior to your appointment. This is the patients' responsibility to ensure that this has been received. If our office does not receive the referral before your appointment you will be rescheduled. If you have questions concerning our contracts or policies, our billing personnel are available to answer your questions.

Thank you for your cooperation.

Surgical Associates of Kingsport, Inc.