



Welcome to our practice! We look forward to meeting with you. In order for you to be seen as efficiently as possible, we'd like to request that you arrive in our office at least 15 minutes prior to your scheduled appointment time with your packet of New Patient paperwork and patient portal completed in advance. If you are unable to complete both of these prior to the day of your appointment, we ask that you arrive at least 45 minutes before your scheduled time. We understand that your time is valuable, therefore patients arriving late for appointments or who arrive with incomplete paperwork, without allowing enough time for completion, may need to be rescheduled for another date.

The New Patient packet consists of the following forms:

- Patient Information Form
- Confidential Medical History Form
- Authorization of Use and Disclosure of Protected Health Information
- Financial Policy/Agreement for Services

**Please complete all of these forms in their entirety at home, and bring them with you to your appointment.**

We also have a patient portal that enables you to communicate with us electronically. When we registered you for your appointment we collected your email address and a link to our portal will be sent to that email address. The password we gave you over the phone is to enable you to access it the first time you log in and then you'll be able to reset the password to something you'll remember. Please review your demographic information to ensure we've entered it correctly and then complete the social and medical history questionnaires by clicking on the links on the left hand side of the screen. If you have any problems accessing the portal, please feel free to call our office.

Having both the portal and your new patient paperwork from our website completed when you arrive for your appointment will ensure a smooth check-in when you arrive.

You will also need to bring any and all applicable *insurance cards*, a *referral* if required by your insurance plan, and any X-ray, CT, and/or MRI films and reports regarding the condition for which you are being seen in our office. (Films are usually kept in the diagnostic center or hospital where they were taken. You must sign these out in advance and bring them with you for your consultation with the doctor. Most facilities require at least 24 hours' notice for pick-up.) These must be available to us on your first visit.

Our office is located in Tampa, one block south of Dr. Martin Luther King Blvd., and one block west of Habana Avenue. Please feel free to contact us if you have any questions or if you need to change or cancel your appointment. Our office is open between the hours of 8:30 am and 5 pm, Monday through Friday. Our office number is 813-876-6321

Thank you.