

Dear _____

Thank you so much for scheduling an appointment in our office. You are scheduled to see Dr. _____ on _____ at _____ o'clock in the _____ office. We would like to take this opportunity to welcome you as a patient and introduce you to some of our policies and procedures.

We have enclosed our registration sheet, medical history questionnaire, refraction notice and financial policy. Please completely fill out and sign all forms and bring back with you on the day of your appointment. Properly filled out forms will help the front office staff to expedite the organization of your chart and have you seen by the doctor in a timely manner.

We also ask that you bring a photo identification and your most current health insurance card(s). If you have an HMO or PPO plan that requires a referral from your primary care provider, you must bring that with you in order to be seen. Just a reminder that referrals have expiration dates and limits as to the number of times you can visit our doctors. If you have any questions regarding your health insurance coverage, please contact your health insurance company prior to your visit. Kindly give us 24 hours notice if you need to cancel or reschedule your appointment, so we may offer this time to another patient.

If your appointment is with our pediatric ophthalmologist, Dr. Parelhoff, we ask that you only bring the child or children scheduled for this appointment to the office.

If this is your first visit to our office, please arrive 15-20 minutes before your appointment time and allow two hours for this appointment.

Once again, we welcome you and your family as patients, and hope your experience here is a pleasant one. Please feel free to contact the office with any questions you may have.