



PATIENT INFORMATION

PF08399 (R 8/07)

WELCOME

We would like to take this opportunity to welcome you to our office and inform you of a few of our office services and policies. Your physician is a highly qualified cardiologist. Hospital affiliations include Saint Mary's, Covenant Cooper, Covenant Harrison, Bay Medical Center, MidMichigan Regional Medical Center and Marlette Regional Hospital.

Our office provides quality health care for your needs in a convenient location. We have a highly qualified and trained staff of specialists who provide comprehensive services.

APPOINTMENTS

Our general office hours are Monday through Friday, 8:30 a.m. to 5:00 p.m. Patients are seen by appointment only. As you know, occasionally in any physician's office an emergency may arise, changing our schedule slightly. Please be sure our receptionist has an alternative telephone number where you may be reached to notify you of such a change. Appointments are arranged at the earliest possible appointment time available. If, for some reason, you cannot keep your appointment with our office, please notify the office at your earliest convenience so another patient in need of medical attention may fill the allowable time slot. On the day of your appointment, please bring all insurance cards as well as all medications in their pharmacy containers. After office hours, your physician's answering service will be available for all emergency situations and will make every attempt to reach your physician for your needs.

FEES AND INSURANCE

With the never-ending changes of insurance plans and policies, it is impossible for your physician and his staff to keep track of all of them. Ultimately, the patient is always the responsible party for his or her bill and, therefore, is also the responsible party for the maintenance and bylaws of his/her contract and/or insurance policy. Patients are responsible for all copays, deductibles, and rejected services. Patients should be prepared to pay services when they are rendered. Patients are responsible for bringing signed insurance forms, when indicated, and all referral forms upon treatment.

As always, our office appreciates your referrals of friends, relatives, and neighbors, and we are looking forward to a long and healthy relationship with you, our patient. Once again, we welcome you to our office, and if you should have any questions regarding our office, please don't hesitate to ask.