



HEADWATERS ORTHOPEDICS, PLC

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Dear new patient:

Thank you for making an appointment with our office.

In order to expedite the registration process and try to minimize your waiting time in our office, we have enclosed paperwork for you to fill out. If you can mail or fax this information back to us prior to your visit we can have your chart prepared and ready for your visit when you arrive. Please also include a photocopy of your insurance card (front and back sides) as well as a photocopy of your driver's license. This information allows us to verify your insurance eligibility ahead of time further reducing the time you spend in our office while these administrative tasks are performed.

If your insurance plan requires a referral from your primary care physician to our office then we must have this prior to your visit. **If this is not present when you arrive then you may be asked to call your primary care physician to arrange this prior to being seen thus delaying your appointment.** We will make every effort to notify you if we do not have this referral prior to your visit. However, the ultimate responsibility for these referrals rests with you, the patient and your primary care physician.

If you are visiting our office about a problem which has previously been diagnosed or treated by other physicians **please bring all pertinent records such as: physicians notes, test results, x-rays, and surgery reports if applicable.**

We realize that at times appointments must be canceled. We ask that you please give our office at least 24 hours notice if you need to make a cancellation. Likewise, if our schedule changes, we will try to notify you as early as possible.

Thank you in advance for helping us to try and serve you better. We look forward to seeing you soon.

Sincerely,

Dr. Glenn Johnson and Staff