

Taconic Orthopaedics, PC

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To our patients:

According to our records, _____ has an appointment to see
_____ on _____ at _____

To make your registration process go smoothly, please read...

ATTENTION NEW PATIENTS: There will be a \$50.00 charge for appointments not canceled at least 24 hours in advance.

ALL PATIENTS:

- Please complete the enclosed forms – including the insurance information
- Please bring your insurance cards with you
- Please bring all X-RAYS (including MRI's) related to your injury, with you (unless done at SVMC)
- Please bring the completed forms to your appointment
- Please bring a minimum of \$150.00 for your visit if you do not have insurance that we can bill at least 48 hours in advance of your appointment

MANAGED CARE PATIENTS

- Co-payments amounts are due & collected at the time of service, if you fail to bring your co-pay, you will be billed a \$20.00 billing fee each time missed.
- If your insurance plan uses WRITTEN REFERRALS, it is the patient's responsibility to obtain the referral or your primary care doctor prior to your appointment. This office may need to reschedule appointments for patients who do not have a referral at the time of appointment.

WORKERS COMPENSATION

- You will be required to bring a copy of a COMPLETED FIRST REPORT OF INJURY with you – to include the date of injury, insurance carrier & address. (this report is obtained from your employer)
- Please make sure you record the ACCIDENT/INJURY DATE with your employer
- If you are unable to bring the required information, you will be expected to bring \$150.00 at least 48 hours in advance of your appointment.

MOTOR VEHICLE ACCIDENT PATIENTS

- Please bring your AUTOMOBILE INSURANCE POLICY INFORMATION with you, including the date of the accident, name of the policyholder, name & address on the insurance card.
- If you do not have the required information and/or your injury is more than 3 weeks old, you are required to bring a minimum of \$250.00 at least 48 hours in advance of your appointment.

In all cases, regardless of your coverage, you will be responsible for any outstanding balance.

Thank you,
The Staff of Taconic Orthopaedics, PC