



## ENDOCRINE ASSOCIATES OF FLORIDA, P.A.

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Thank you for choosing Endocrine Associates of FL, P.A. and welcome to our practice! Our staff strives to provide each patient with the best care possible and look forward to helping you meet your healthcare needs.

Enclosed, please find information you will need for your first visit. **Complete all forms entirely** and bring them to your appointment. **CHECK IN TIME FOR NEW PATIENTS IS 20 MINUTES BEFORE** your scheduled appointment time to allow us to process your paperwork. If you arrive less than 20 minutes prior, be advised we may have to reschedule.

Please remember to bring the following to your appointment:

- 1. Insurance Card(s)**
- 2. Driver's License or photo ID**
- 3. Any updated labs and/or test results or records from your referring doctor, if available**
- 4. A list of all medications and dosages you are currently taking (including over the counter medications/vitamins/supplements), as well as the name and phone number of the pharmacy you use.**
- 5. Any copay, deductible and/or coinsurance you are responsible for will be collected upon check-in. Please contact our office or your insurance company prior to your appointment to confirm what copay/deductible/coinsurance you will owe.**

Upon arrival, please check in at reception. We accept Cash, Visa, MasterCard, American Express, or Discover Card. CHECKS ARE NOT ACCEPTED.

If you have an HMO, EPO, or POS plan and require a referral to see a specialist, please make sure to contact your primary care physician and have this information sent to our office **PRIOR** to your appointment. If we do not have an authorization/referral, we will have to reschedule your appointment.

We allow up to one non-emergent reschedule for new patient appointments which will incur a **\$50 fee**. If you do not come to your first appointment and do not call in advance, **you will not be rescheduled**.

If you need to contact us after hours, please call our answering service at 407-646-9827. If you have a medical emergency, dial 9-1-1 or head to the nearest emergency room.

Thank you for the opportunity and confidence in allowing us to participate in your care. We look forward to meeting you.

The Physicians and Staff