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Dear Patient;

We would like to take this opportunity to welcome you to our practice. To make your visit as efficient and complete as possible, please review and complete the following:

- ❖ Financial Policy Agreement
- ❖ New Patient Demographic and Insurance Form
- ❖ Privacy Practices Disclosure Form
- ❖ New Patient Health Questionnaire

You will also find enclosed the Mid Michigan Surgeons Financial Policy and a map to our office at:

1675 Watertower Place, Suite 100
East Lansing, MI 48823

On the day of your appointment you will need to bring:

- ❖ All the completed forms (listed above)
- ❖ Recent copies of any x-ray, MRI, CT or mammogram films done that might pertain to your visit with us. To obtain films, please call the facility where testing was performed **at least 48 hours in advance** of the date which you want to pick them up. You may be given copies of the films or a CD with the films downloaded on it.
- ❖ Your co-pay amount. If you are unsure what the amount is, our receptionists can research that for you. If you have any insurance or payment questions or concerns, please discuss those with our billing department prior to your appointment by calling: 517-332-0200.
- ❖ A picture ID and insurance card(s).

We look forward to meeting you. Please arrive 30 minutes before your scheduled appointment. Please feel free to call our office with any concerns or questions you may have.

Appointment Date: _____

Appointment Time: _____

Sincerely,

Mid-Michigan Surgeons, P.C.
(517) 332-0200