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407.423.1234

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www.OrlandoFoot.com

Dear New Patient: **WELCOME!**

Thank you for the opportunity of adding you to the growing family of satisfied patients of Orlando Foot & Ankle Clinic. Our goal is to provide you with the best medical care available in a relaxed warm atmosphere.

The information you gave us at the onset of your appointment was the first step to assist us in better serving you as our valued patient. We feel that mailing you the attached paperwork prior to your appointment will save valuable time that can be better spent with the physician. Please complete the enclosed paperwork prior to your appointment and bring it with you along with your insurance ID Card, a picture ID card and any other information as may be required in your insurance handbook.

Please arrive 20 minutes before your scheduled appointment time. If you cannot keep your appointment as scheduled, we expect our patients to grant us the courtesy of notifying us within 24-hours in order to give that time to another patient.

If you are being seen for a second opinion, or have seen another doctor for foot problems or past surgery, please bring your past medical records, x-rays, MRIs or any other diagnostic reports with you. This will assist the doctor in providing you with the best care and address your foot problems during your first visit so you can get on the road to recovery.

If your insurance requires an authorization, it will be your responsibility to furnish that at the time of your visit. As a courtesy to our patients, we will verify your insurance benefits prior to your appointment. Payment for insurance co-pays, deductibles or coinsurance amounts as well as non-covered services by your insurance company are due at the time the services are rendered. For your convenience we accept cash, personal checks, Visa/MasterCard, Discover and American Express.

Please do not hesitate to call our office if you have any questions. We look forward to treating you.

Sincerely,

Doctors & Staff
Orlando Foot & Ankle Clinic