



New Patient Appointment Checklist

Please plan to arrive 30 minutes before your scheduled appointment time. This will allow our reception staff to verify information, collect co-pays, and update your medical record demographics information.

_____ Complete your new patient paperwork and bring it with you to your appointment. Be sure to include the names, addresses and phone numbers of other health care providers you have visited. Our team functions most effectively as a medical home when you provide a complete medical history and information about care obtained outside the practice.

Paperwork to complete and bring with you:

- Document Acknowledgement and Release of Information Form
- Registration Form
- Health History Form
- Patient Demographics Form
- Patient Centered Medical Home (PCMH)

_____ Make a list of your health questions. Ask a friend or relative for help if you need it. Put the questions that are most important at the top of your list. Your provider may not be able to address everything in one visit but will prioritize based on your current health and medical conditions.

_____ Bring all of your medications in their original containers to your appointment. Be sure to include prescription, over the counter, natural and herbal medicines, and vitamins.

_____ Bring your current insurance card(s) and photo ID.

_____ If you wish, ask a family member or trusted friend to come with you to your appointment.

_____ Review the Sliding Fee Discount Program card included in your New Patient Folder to see if you may be eligible for this program.