

ADVANCED ANKLE and FOOT SURGEONS, LLC

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Thank you for choosing **Advanced Ankle and Foot Surgeons, LLC** as your healthcare partner. We value communication, beginning with the new patient registration process. The information in this packet will help you prepare for your first visit to our office.

Your packet contains directions to our office and general information about our office policies and procedures. Also included are several forms for you to complete and bring with you to the appointment, and an Authorization for Disclosure of Health Information form to complete and send to your previous doctor.

- Please complete the following forms and **bring them to your appointment.**
Patient Registration, Communication Authorization, Financial Policy, and Patient Health History

- Bring your insurance card(s) and a photo identification card to your appointment.
Please bring a valid referral, if required by your insurance company, and be prepared to pay your copayment, or coinsurance as required by your insurance carrier.
If you are not prepared to pay your copayment or if you do not have a valid referral form, we may ask you to reschedule your appointment.

- Please plan to arrive at the office at least **15 minutes prior** to your scheduled appointment time to allow ample time to complete the registration process.
If you fail to keep your new patient appointment and do not notify the office 24 hours prior, we cannot reschedule your visit.

Again, we thank you for choosing our practice and we look forward to working with you to achieve your healthcare goals. We encourage you to call the office if you have any questions about the information contained in this packet.

Dr. James Taylor and Staff