

Dear Valued Patient,

Welcome to our practice.

At Northlake Neurology, we are dedicated to providing our patients with the best care available. Enclosed you will find new patient information and release forms.

Before your scheduled appointment, please carefully read and complete the enclosed paperwork in its entirety. Once completed, please bring them with you to your appointment. We ask you to complete these forms prior to your visit so you will not have to wait as long once you arrive. If your insurance is an HMO/Managed Care policy, please make sure that we are listed as a preferred provider physician. **Please plan to arrive for your appointment 15 minutes prior to your scheduled time** to allow for completion of any additional documents that may be necessary.

At the time of your appointment, you will need the following:

- Your insurance card(s).
- Any information pertinent to why you are being seen by our physician.
- A list of medications and/or herbal supplements that you are currently taking.
- Payment available for any applicable copayment, deductible, and/or coinsurance responsibility. We gladly accept VISA and MasterCard credit cards. We also accept check and cash payments.
- If pertinent please bring verification of referral status (if sent to us by another physician).

If you cannot keep your appointment for any reason, please contact our office no later than 48 hours before your appointment.

We thank you for choosing Northlake Neurology for your medical care. Please feel free to contact us anytime with your questions or concerns.

Sincerely,

The Staff at Northlake Neurology