

Thank you for choosing The Arthritis & Osteoporosis Center, P.C. Our goal is to provide top-quality care in a comfortable and timely manner. With this goal in mind, please read the instructions below prior to your visit to our office.

- **PLEASE COMPLETE** and mail the enclosed forms regarding your current problem and past medical history prior to arriving at the office for your appointment. Failure to complete these forms may delay your appointment.
- **PLEASE BRING WITH YOU** any x-rays or lab tests that you have had which are applicable to your current problem. Please do not rely on your primary care doctor, the emergency room or the hospitals to forward any pertinent x-rays or lab tests to our office in advance. Failure to bring these tests with you may result in delaying your appointment while our staff retrieves these for you.
- **PLEASE OBTAIN** any necessary referrals from your primary doctor prior to arriving at our office and make sure that you bring these referrals with you at the time of your appointment. Failure to do so may result in your appointment being delayed, rescheduled or cancelled as per your insurance company's regulations.
- **PLEASE BE AWARE** that all co-payments are due on the date of your appointment. A \$10.00 administrative fee will be imposed if the payment is not made the day of your visit.
- **PLEASE BRING** your insurance card at the time of your visit.

Your attention to the above items is greatly appreciated, as it will serve to ensure that your visit to our office proceeds in a smooth and efficient manner. Please feel free to contact our office if you have any questions.