

DOYLESTOWN THYROID & ENDOCRINE ASSOCIATES, LLC

103 Progress Drive, Suite 300
Doylestown, PA 18901
(215) 447-3630

Dear Patient,

Welcome to our new practice!

Please bring with you the following items:

1. A **VALID REFERRAL**: Please remember to contact your primary care physician and request a referral if required by your insurance. You will not be seen without it. We will assist you in rescheduling your appointment if you have no referral.
2. **COMPLETED demographics and new patient forms**. Even if you are a follow-up or existing patient of Dr. Greeley or Dr. Fitzpatrick, it is necessary to complete these forms. Your doctor will need to enter all of your history into our new electronic health record.
3. **PROOF OF IDENTITY** must be presented at each visit. Acceptable forms of ID include ONE of the following: driver's license or other photo ID.
4. **CURRENT HEALTH INSURANCE CARD**
5. **MEDICAL RECORDS**: If you are a completely NEW PATIENT and seeing Dr. Fitzpatrick or Dr. Greeley for the first time, please bring in hand your pertinent medical records including doctor's notes and labs/ radiology/ pathology.

If you are a PREVIOUS patient of Dr. Greeley or Dr. Fitzpatrick, then simply bring with you your most recent labs or Ultrasound studies. We will take responsibility for obtaining your previous records.

6. **BLOOD SUGAR LOGBOOK** – for diabetic patients, it is imperative that you bring a list of your recent blood sugars.
7. **CURRENT LIST OF MEDICATIONS**

Please arrive 15 minutes before your scheduled appointment to complete the check-in process. We require 24 hours' notice for cancellation. There is a \$50 charge for failure to show for an appointment.

****Payment is required at the time of service. This includes co-payments and self-pay fees.****

Thank you!

Doylestown Thyroid & Endocrine Associates