

DOYLESTOWN THYROID & ENDOCRINE ASSOCIATES, LLC

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

Dear Patient,

Welcome to our 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**. If you are a new patient of the practice or have not been seen in over 3 years, it is necessary to complete these forms. Your doctor will need to enter 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 us for the first time, please bring in hand your pertinent medical records including doctor's notes and labs/ radiology/ pathology.
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 a new patient appointment and a \$50 charge for failure to show for a follow-up visit.

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

Thank you!

Doylestown Thyroid & Endocrine Associates