

 **The Toledo Clinic** | Arthritis Associates of Northwest Ohio, Inc.

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Dear New Patient:

Welcome to our Practice! We are pleased that you have chosen us to be your Rheumatologists and we look forward to serving you. You should plan to be here at least 2 hours on your first visit. It is necessary to arrive 30 minutes before the scheduled time so that we may get your information in our computer. Please plan to bring the following items with you:

- 1.) A picture I.D. (driver's license or other picture I.D.) and your insurance cards.
- 2.) **Any recent x-rays and pertinent lab reports (or please have your referring physician send them to us prior to your visit). We would like to have the actual films, if possible.**
- 3.) All of your medication bottles so that we may obtain current information.

You will find the following items enclosed with this letter:

- 1.) A questionnaire for you to fill out and mail back to us in the enclosed envelope **OR** if your appointment is within the next few days, please bring the form with you to our office.
- 2.) A brochure with information about our practice and a map to help facilitate finding our office.
- 3.) A copy of our financial policy. We recognize the need for patients to understand what is expected regarding financial arrangements for medical care. It is our hope you will understand that many of these credit and collection policies are required by law, and to assure the financial resources necessary to provide quality medical care to our patients and for the community. We encourage you to keep this copy and to contact our office if a problem regarding your account should arise.

If you have any questions, please feel free to call. We look forward to meeting you!

WE MUST HAVE CONFIRMATION OF YOUR APPOINTMENT THE DAY BEFORE OR, IF IT IS ON A MONDAY OR A HOLIDAY, THE LAST WEEKDAY BEFORE YOUR SCHEDULED APPOINTMENT. IF CONFIRMATION HAS NOT BEEN RECEIVED, YOUR APPOINTMENT WILL BE CANCELLED.

Sincerely yours,

The Office of Drs. Gordon, Goldberger, Abusamieh and Alvi