

NORTH ATLANTA ENDOCRINOLOGY AND DIABETES, P.C.  
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Dear

We want to welcome you to our practice and thank you for giving us the opportunity to assist in your healthcare needs. We want your first visit to be as efficient as possible. Therefore, we want to give you some information including a list of steps to take before and on the day of your visit.

**FORMS:** Please fill out and sign the enclosed patient information, personal medical history and policy forms. We understand your time is valuable and we prefer that your wait time is minimal. Therefore, we need all forms completed **prior to your visit** and you may fax or mail them to the office. However, if you choose to fax your records, please also bring the originals to your appointment as sometimes faxed documents are blurry and hard to read. Ideally, we should receive your paperwork **2-3 days in advance**, so they may be scanned and entered into our system. However, if you are unable to return them to us before your visit and choose to bring them on the day of your appointment, please arrive at least 30 minutes early so we can prepare your chart. **If you decide to come at your scheduled appointment time and complete forms, it will increase your wait time exponentially and in some cases the visit may even need to be rescheduled.**

**IDENTIFICATION:** In order to ensure and protect your identity, we require that you **bring a photo i.d. with you**. Your driver's license is always best.

**MEDICAL RECORDS:** Most of our patients are referred by another physician. **We ask that you bring your medical records from that physician on the day of your visit or have them faxed to our office.** If you have self-referred to us, please bring medical records that show us any previous care. We cannot stress the importance of this step. Office notes, lab results and pertinent radiology reports are the most helpful. We only need them for the past year. **Failure to have these records could severely delay your visit.**

**NURSING HOME OR ASSISTED LIVING PATIENTS:** Unfortunately, our providers are **unable** to prescribe medications to individuals living in these facilities and therefore **are not able** to see these patients in our offices. Our Doctors would like to accommodate these patients but as they do not have control over how their directives

are followed at these facilities, they cannot be certain the patient's health will not be put at risk.

**INSURANCE:** Please **bring your insurance card(s) with you** so we may scan them. Patients who have an HMO that **requires a referral** to see a specialist need to bring that referral with them as well.

**PLEASE NOTE:** Unfortunately, **we do not to perform DOT screenings or disability evaluations.**

**MEDICAL INFORMATION:** Please **bring a complete list of all current medications including the dosage.** Diabetic patients should bring blood sugar readings for the two weeks prior to your appointment or bring your glucose meter.

Please feel free to call with any questions you may have. We look forward to meeting you.

The Staff of North Atlanta Endocrinology and Diabetes, P.C.