

Dear:

Welcome to our Practice! Our Practice is Accredited by Joint Commission on Accreditation of Hospitals. If you have any questions concerning our accreditation, please call 1-800-994-6610. We look forward to treating you for your chronic pain needs. Please complete the enclosed forms before arriving for your first visit. The information you provide about your pain and medical history will be of great assistance in helping us to plan the most effective treatment for you. If you have any questions or concerns do not hesitate to discuss them with our staff.

Here are a few of our office policies:

- Please provide complete and accurate **insurance** information. You need to bring your insurance card to your first visit.
- If your insurance company requires a **referral** it is necessary that you bring it at the time of your appointment.
- Also if you have had any test done, such as **MRI, CT, EMG**, etc., please bring the written reports and films with you on the day of your first appointment.
- All **co-payments** are due at the time of service.
- Please be sure to bring a Photo ID to your first appointment.
- Multiple no show appointments may result in discontinuation of care.
- If you or anyone accompanying you to the office has the Flu, a fever greater than 100°, a rash or a productive cough please call our office prior to your appointment.

Prescription Policy:

- Schedule your next appointment to coordinate with renewal for your medications.
- No prescriptions will be refilled by telephone.
- No new medications will be started without an office visit.
- In the event of an acute medical emergency, you are advised to go to the Emergency Room and please contact our office.

Your appointment is scheduled for:

Sincerely,

Dr. Yland's Office