

## **Appointment Information**

### **For all appointments:**

#### **Please remember:**

- To bring your completed forms.
- To bring your medical insurance card and your pharmacy insurance card.
- To bring a photo ID.
- To bring your prescribed medications or a list of your medications including doses.
- To bring any prior testing, labs or x-ray reports.
- Please arrive 15 minutes prior to your appointment, especially if you have forms to complete or information such as insurance or contact information to update. If you are more than 20 minutes late, you may be asked to reschedule your visit.

#### **As a courtesy to other patients:**

- Avoid wearing strong scents (perfumes, lotions, etc.) due to the chemical sensitivities of other patients being seen.
- Avoid bringing food into the office due to other patients being seen who may have severe food allergies.
- If your forms are not completed or you do not bring the above information, your appointment may be rescheduled.

#### **Referrals, copay and cancellation policy:**

- If your insurance carrier requires a referral from your primary care physician, it is your responsibility to obtain the referral prior to your appointment.
- It is our office policy to collect your copay or a portion of your unmet deductible at the time services are rendered. You should call your insurance carrier to inquire about your specific plan benefits.
- Please contact our office at least 24 hours in advance if you are unable to keep your scheduled appointment. If you fail to contact our office to cancel your appointment or cancel without adequate notification, you may incur a late cancellation fee of \$25. This fee must be paid prior to scheduling another appointment. This fee will not be applied to the next office visit and cannot be billed to your insurance.

#### **If you are being seen for an allergy, asthma or immunology appointment, please take note of the following instructions:**

- If you are coming in for a new allergy appointment or for follow up allergy testing, avoid taking

antihistamines for 7 days prior to your appointment. Benadryl can be taken up to 24 hours of your appointment. Do not stop any of your other medications such as asthma medications. Call our office if any questions.

- It will be determined at your office visit if allergy testing is needed. If testing is recommended, your visit may last 2-3 hours. Allergy testing is not routinely performed at follow up visits. If you have questions about allergy testing at a follow up visit, please contact our office. Your follow up appointment will need to be scheduled at a specific time if allergy testing is needed.
- If you are scheduled for an appointment related to hives, rash or other skin related issues, please continue to take your antihistamines. Allergy testing or other forms of testing will be determined after consultation with our physician.
- If you have had prior allergy testing, an x-ray or CT scan (sinus, chest) or any lab work performed within the past few years, please bring the reports to your appointment or request your physician to fax this information to our office at 540-779-0003.