



Wellstar Internal and Family Medicine
1810 White Circle, NW
Suite 105
Marietta, GA 30066
Office: 678.797.6820
Fax: 770.424.8787

INSTRUCTIONS FOR NEW PATIENTS

Under "Printable Office Forms" on our website go to www.wellstar.org and search "Internal and Family Medicine White Circle". Please print the following documents and have them completed before you arrive for your appointment.

- Patient Registration Form
- Patient Communication Designation Form
- Notice of Privacy Practice Acknowledgment Form
- Notice of Privacy Practices (for your review)
- Patient Right and Responsibilities (for your review)
- Pharmacy and Medication Information (3 pages)
- Physical Exam Guidelines
- Physical Exam Form
- Coordination of Benefits Information

You may be given additional forms to complete upon your arrival.

New patients are asked to arrive at the office a minimum of **30 minutes** prior to your scheduled appointment time. This time is crucial in enabling our staff to complete the registration process and enter your medical history into our electronic medical record system. Late arrivals could be asked to reschedule. Please have your picture identification, current insurance card, any co-payment, deductible or self pay payment with you at check in.

We ask that you call your insurance company before you arrive for your appointment to discuss your benefits for the Office Visit or Physical you have scheduled with the Physician. All xrays and some labs are billed by the performing facility; therefore, you might also inquire about your benefits for outpatient labs and xrays in case your Physician recommends them.

If you are scheduled for a "routine physical" you will be asked to complete a statement at check-in stating you understand your benefits for these procedures and have an option to decline any recommended tests. Our office does not treat based upon your insurance benefits but based on your health needs. You, as the patient, are responsible for understanding your insurance benefits and how those benefits impact your payment responsibility.

If you need to reschedule or cancel your appointment, please call our office at 678.797.6820 at least **24 hours** in advance of your appointment time. After hours, you may call our answering service at 770.928.5407 and leave your cancellation information.

Thank you and we look forward to meeting you!