

STEVEN F. HARWIN, M.D., F.A.C.S.

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*Associate Professor of Orthopaedic Surgery
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*Director of the Center for
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Dear New Patient,

We are pleased that you have made an appointment to see Dr. Steven F. Harwin or his physician assistant John Lichardi, RPA-C.

In order to save you time in the waiting room we have enclosed our New Patient Questionnaire, which is required in order for you to be seen. Please take your time and complete the entire form at home, leaving nothing blank if possible. ***Please, do not mail the form to us, but be sure to bring it with you for your visit.***

Bring any recent X-rays and MRIs if you have them. Be sure to bring the written report for these if you have them. We must have X-rays (and often an MRI) to make an accurate diagnosis on the day you visit. If you have none, we will take the proper X-rays or additional ones when we see you. (We often need special views, etc.) If your symptoms have been present for more than 6 weeks or if you have had a serious injury or problem with pain, swelling and limitation of motion, you might want to ask your primary care physician to arrange this for you prior to seeing Dr. Harwin. If not, we will help you with this when we see you. It can take a week or more for your insurance company to authorize an MRI.

If you are a member of an HMO or managed care plan, you must bring with you an up-to-date valid insurance identification card with referral slip and number, or authorization. Make sure the referral is made out to Dr. Harwin for treatment of your hip, knee or shoulder. If your problem is a Workers' Compensation injury or a No-Fault case, you must bring with you all of the information required (date of accident, case number, insurer, etc.). If you come without this information we will have to reschedule your visit. Your insurance company will not let us see you without it. The information cannot be obtained at the time of your visit.

Please understand that these are absolute requirements of insurance plans, not simply a policy of our office. If you are not able to provide this information when you arrive, we will not be able to see you on that day.

You will have to pay your co-payment (if applicable) at the time of registration. We are prohibited from billing for co-payments. We do not accept credit cards but several ATM's are near the office.

Thank you for your cooperation and we look forward to seeing you.

Denise M. Mazza, Office Manager

Vera Ricciardi, Practice Administrator