

STEVEN F. HARWIN, MD, FACS

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Dear New Patient,

We are pleased that you have made an appointment to see Dr. Steven F. Harwin.

In order to save you time in the waiting room we have enclosed our New Patient Questionnaire that 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.*** If you have had recent X-rays or MRIs please bring them and any written reports if you have them. We must have X-rays to make an accurate diagnosis. If needed, we will take the proper X-rays or additional ones when we see you.

Important: You must bring your pharmacy name, address and phone number!

A government issued photo identification (driver's license, etc.) is required at your initial visit. 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 and a referral slip, number and/or authorization. Make sure the referral is made out to Dr. Harwin for treatment of your hip or knee. 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.). This information cannot be obtained at the time of your visit.

Please understand that these are requirements of our government and your insurance plan, not just a policy of our office. *So, if you are not able to provide the necessary information and documentation when you arrive, unfortunately we will not be able to see you on that day.*

If you have a co-payment, you will have to pay it at the time of registration. We are prohibited from billing for co-payments. We do accept credit cards for charges of \$50 or more. There are several ATM's near the office.

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

(6-18)

Denise M. Mazza, Administrative Manager

Donna Roufanis, Practice Administrator