

Your First Visit To Inland Orthopaedic Surgery & Sports Medicine Clinic

Pre-Visit:

- Contact your medical insurance company directly to verify your benefits and coverage with the provider you are scheduled with to confirm your provider is in your specific network. We cannot guarantee benefits or coverage for your specific plan.
- If your insurance requires referral to specialist make sure your Primary Care Physician has initiated the referral process for insurance.

When to Arrive:

- You need to arrive 20 - 30 minutes early for your initial appointment in order to complete new patient registration. If you were able to complete the packet at home, please arrive 10 minutes early as there may be additional forms we need completed.
- A legal guardian must accompany any minor to their appointments.

Checking In:

When you first arrive at our offices for your visit, please check in at the front desk and bring the following items with you:

- Health insurance card for patient
- List of current medications
- Workers Compensation claim information (if applicable), including claim number, claim mailing address, claim manager name and claim phone number.
- Motor Vehicle Claim Information/Third Party Insurance (if applicable)
 - Please keep in mind we do not automatically bill third party insurances. A \$100 payment will be due today to apply towards your balance. We will set you up as a self-pay and you may forward the bills accordingly to your third party insurance.
- Payment - Your co-payment is required at the time of service. We accept checks, cash, Visa, MasterCard and Debit Cards.
 - Self - Pay Patients - \$100 payment will be due today to apply towards your balance.
- For joint issues, wear flexible clothes; bring shorts or sweats for physical examinations.

New Patient Paperwork:

The following forms will need to be completed:

- Patient Information Sheet
 - Students/Minors, if parent is the insurance subscriber make sure to complete parent mailing address and parent DOB
- Medical History
 - Bring your list of your current medications
- Supplemental Forms as needed for knee, hip, shoulder conditions
- Accident Form
 - If required by your insurance
- Authorization To Disclose Medical Health Information
- Medicare Beneficiary Signature Page (Medicare patients only)
- Notice of Privacy Practices Acknowledgement