

**Urology Associates of Kingsport, P. C.
822 Broad Street
Kingsport, TN 37660**

423-246-6251

To Patients New to Our Office:

It is essential that we receive *ALL* pertinent information about your urological condition *PRIOR* to seeing you. You must be sure that all x-rays, lab tests and previous treatments are sent to us before the visit or brought with you. Without this information, our consultation will be incomplete. You *MUST* call us to see that we have received your records. If *NOT*, you *MUST* call the referring physician's office just before your visit to ensure that the records have been sent and, if not, you will need to *pick them up*, personally, before your visit with us. Many doctor's offices, with the best intentions, do not send the records in a timely fashion. It is your responsibility to see that the records, x-rays, and scans are here in our office at the time of your visit. ***Please understand that if do not have this information your appointment may be rescheduled.***

If your insurance company requires a referral please make sure that your primary care physician has contacted your insurance company to arrange the referral and/or call our office *BEFORE* your scheduled appointment to confirm that we have received this referral. If we have not received confirmation of the referral you will be rescheduled.

Thank you for helping us help you. We appreciate your assistance.

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