

Urology Associates of Kingsport, P. C.

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Your office appointment has been scheduled for _____ at _____.

If you have received and completed your new patient packet (including the detailed history and physical form) please arrive at the office 30 minutes prior to your appointment time. If you have not completed these forms please arrive 1 hour prior to your appointment time. If these papers are not completed at the time of your appointment your appointment may be rescheduled.

Please read and complete the attached forms. Bring these forms by our office or return them in the self-addressed envelope **three days prior to your office visit**. In order to decrease your waiting time, it is very important that these forms are completed and that we have received them prior to your office visit. To assist you, a map is enclosed.

Please be sure to bring any x-rays pertaining to your urinary tract, all your medications, all insurance cards, and a list of allergies.

We are participating providers with Medicare and a variety of others. It is your responsibility to check with your insurance carrier to confirm our participation with your plan. **Please check the amount of your co-pay as the co-payment is expected to be paid in full at the time of the visit.**

Please remember that if your insurance carrier requires a referral from your primary care physician, then this too is your responsibility to confirm that this has been received in our office prior to your appointment. We are sorry for any inconvenience this may cause, however, due to participation in certain insurance plans by both you and our office, we must comply with their guidelines. If we do not participate with your insurance plan or if you are self-pay, payment is expected at the time of the visit. Should you be unable to keep your appointment, please contact our office within 48 hours prior to your appointment. This will enable us to give your cancelled appointment slot to another patient who needs to see the physician.

****Please see Financial Policy for additional information.**

If you have any questions please feel free to contact our office at **423-246-6251**.

We appreciate your assistance!