



Dear New Patient:

Welcome to our practice! Thank you for allowing us to serve your health care needs. The following information is provided to introduce you to our practice policies.

We are enclosing our new patient information forms for you with this letter. Please complete the forms and bring them with you to your first appointment to help speed up the check in process. You will need to arrive 30 minutes prior to your appointment time, so that we may get all of your paperwork together and set up your chart to be ready for your appointment time.

LOCATION AND HOURS:

Port Charlotte: We are located at 21942 Edgewater Drive, Port Charlotte, FL 33952. Our office hours are Monday through Thursday 8:00 am – 4:00 pm, and Friday 8:00 am – Noon.

We request that you give us at least a 24 hour notice if you are unable to keep your scheduled appointment. This will give us time to schedule someone else who may have an urgent need for care. Patients that arrive more than 15 minutes late for an appointment will be asked to reschedule. According to office policy, if you fail to notify us in advance and do not show for 3 scheduled appointments, you will be dismissed from the practice.

FINANCIAL: If you have medical insurance, please bring all of your current insurance identification cards with you to the appointment. Please check to make sure the cards are not expired. You will also need to bring a valid photo identification card.

It is necessary for you to bring any co-payments or co-insurance you will owe, according to your insurance benefits to your office visit. For self-pay patients, payment in full at the time of service is required. We accept cash, check, and all major credit cards. There is a \$35.00 returned check fee, in addition to the amount of the check if your check does not clear the bank.

PRESCRIPTIONS: We do not fill prescriptions on Fridays or on weekends, so if you are running low please plan accordingly to ensure you do not run out of your medications. Also, please allow 24-48 hours from the time of your call for your prescription to be filled.

The physicians and staff respectfully request that you turn off your cell phone when in the office. Thank you! We look forward to meeting you soon!

Doctors and Staff of GulfView Medical Institute