

ALLERGY & ASTHMA CENTER AT NORTHPARK
(214) 750-7200

DR SCOT LAURIE

DEAR PATIENT:

I am pleased that you have scheduled your appointment with my practice and look forward to meeting you.

Please complete the enclosed paperwork and bring it with you to your appointment. Please make sure that you arrive at my office at least 20 minutes prior to your appointment to allow us sufficient time to process your paperwork. Otherwise, you may not be seen by the physician in as timely a manner as possible. If you forget to bring your completed forms with you, please arrive 30 minutes prior to your appointment. If the completed forms are not received prior to your appointment time your visit will be delayed or rescheduled. Thus, it is to your benefit to have your information completed prior to your appointment.

It is also necessary to bring your driver's license and insurance card with you. A copy of these documents become a part of your permanent record. Please also be aware that if your insurance changes at any time prior to your appointment, you must notify us at least 48 hours before your appointment with this new information. Our office policy requires that all insurance benefits be verified prior to your appointment. If you arrive with new insurance information that we have not been informed of, you will be required to pay for your visit in full or possibly reschedule until your benefits can be verified. It can take my staff anywhere from 15 to 45 minutes to verify benefits with your insurance company and this has a negative impact on all patients with appointment times following yours.

Your appointment is scheduled on _____ at _____.

Again we look forward to meeting you, providing you with the best in healthcare and establishing a long-term relationship.

Sincerely,

Dr. Scot Laurie