

## PLEASE READ CAREFULLY

Welcome to the Arthritis & Osteoporosis Center.

In order to schedule your appointment with AOC, we first need you to fill out the enclosed *Patient History Form and Patient Information Sheet* (front and back) and **mail back to us**. It is very important that we receive your completed forms; we will not be able to schedule your appointment without them. Below is information about our office that you will need to reference before your appointment, please hold onto this letter for your reference. Do not mail it back to our office.

### **Important information to read before your appointment:**

- Please arrive **30 minutes** prior to your scheduled appointment.
- Bring your insurance cards and photo ID with you to every appointment.
- If you do not have insurance a \$250.00 deposit is required to secure your first appointment. This deposit will be applied to the cost of your first appointment.
- If you need to cancel or reschedule your appointment, please give us notice at least 3 business days in advance. Deposits will only be refunded if appropriate notice is given.
- Contact your insurance carrier for coverage information prior to your first visit.
- All payments for co-pays, coinsurance and non-covered services are due the day of your appointment.
- **We DO NOT participate with Medicaid.** Please inform us prior to scheduling an appointment if you have **Medicaid** insurance. Failure to inform us will result in your appointment being cancelled and/or discharge from the practice.
- We do not determine disability nor do we perform independent medical evaluations.

Due to the allergies and sensitivities of staff and patients, AOC is a Fragrance Free Zone. **Please refrain from wearing perfumes and colognes on the day of your appointment.** Thank you for your consideration.

**If you have seen a Rheumatologist in the past, please contact them immediately and have your records faxed to our office at 231-935-0502.** We need these records prior to your appointment.

If you are unable to keep your appointment, please contact our office and speak directly to a staff member by noon three business days prior to your scheduled appointment. We will not reschedule your appointment if you do not call to cancel.

Thank you in advance for your cooperation,

Michael Mawby, MD  
Marianne Peacock, CNP