



Dear Patient,

We would like to take a moment to welcome you to our practice. We are honored that you have chosen us as one of your health care providers. It is our goal to provide the highest quality care for all of our patients in a timely and respectful manner.

Enclosed, you will find a new patient packet. **Please complete the entire packet prior to your arrival** to our office. ***Failure to have paperwork completed prior to your appointment time may result in a 60-90 minute wait to be seen, or the rescheduling of your appointment.***

If your insurance requires you to have a referral, please contact your Primary Care Physician and have them fax the completed referral to (727) 447-5978.

On the day of your first appointment:

Please arrive 20 minutes prior to your scheduled appointment with the following:

- Your completed new patient packet
- Your insurance card
- Any necessary medical records pertaining to the reason for your visit
- A credit card, debit card, HSA card, or FSA card to pay any necessary copays and to comply with our Credit Card on File Policy. (We accept Visa, MasterCard, Discover, American Express, and Care Credit)

Subsequent appointments:

We ask that you allow plenty of time to get to the office for your appointment. You may be asked to reschedule your appointment if you are more than 15 minutes late. We will strive to stay on time. From time to time, complications arise, and we may be running late for your appointment. You will have the option to see a different provider, reschedule, or stay to be seen. We will do our best to keep you informed of how long a delay you may experience.

Please let our staff know if there have been any changes to your insurance or demographic information since your last appointment. If you are unable to provide your insurance card, you will be considered self pay, or your appointment will be rescheduled.

You will be required to fill out new demographic forms annually so we may keep your information up to date.

If you have an HMO and a referral has not been obtained from your Primary Care Physician before your appointment time, your appointment will be rescheduled.

We understand that appointments sometime need to be changed, so we ask that you call at least 24 hours in advance to reschedule. No shows, or reschedules without 24 hour notice will result in a \$25 fee.

Thank you for choosing Bay Area Women's Care for your healthcare needs. If you have any questions, do not hesitate to contact us. (727) 447-7786