



DIABETES CARE CENTER

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Diplomates of The American Board of Internal Medicine
Diplomates of The American Board of Endocrinology, Diabetes and Metabolism

Welcome to our practice. We are an academic practice with Fellows in training which will be involved in your care under direct supervision by the endocrinologist. This letter is to confirm your appointment. If you cannot keep this appointment, we would appreciate **24 hours notice**, as there is a waiting list of patients needing an appointment.

Please ask the office about our charge policy concerning no show-no call appointments.

Please complete the enclosed paperwork, which should be brought back in with you at the time of the appointment.

PLEASE BRING THE FOLLOWING WITH YOU ON YOUR VISIT:

- **YOUR MOST RECENT LABS**
- **XRAY REPORTS**
- **LAST PROGRESS NOTES FROM YOUR DOCTOR**
- **LIST OF MEDICATIONS OR MEDICATION BOTTLES**
- **IF YOU ARE A DIABETIC, BRING LAST 4 WEEKS OF GLUCOSE READINGS.**
- **BRING GLUCOMETER**

These records will help the evaluation process and prevent unnecessary test repetition, and possibly and unneeded second visit.

Please remember to bring your insurance cards and driver's license.

IF YOU HAVE A COPAY YOU MUST PAY AT TIME OF SERVICE. IF YOU ARE ON A HIGH DEDUCTIBLE PLAN AND IF YOU DID NOT MEET YOUR DEDUCTIBLE, YOU MUST PAY AT TIME OF SERVICE.

IF YOU NEED A REFERRAL FROM YOUR INSURANCE COMPANY OR PRIMARY CARE DOCTOR, PLEASE CALL THE OFFICE PRIOR TO YOUR APPOINTMENT TO MAKE SURE WE RECEIVED THE REFERRAL. IF WE DO NOT RECEIVE A REFERRAL IT WILL BE NECESSARY TO RESCHEDULE YOUR APPOINTMENT.

Our team of Board Certified Physicians and Advanced Registered Nurse Practitioners are looking forward to taking part in your care.