

Dear patient,

It is important that you follow the guidelines and advice listed below in order to help ensure that you are seen in a timely manner, and that your visit is as efficient and productive as possible.

- The first 30 minutes of your appointment will be spent with check-in, insurance, paperwork, intake, and x-ray. You should allow, at minimum, one hour for your visit.
- It is mandatory that you bring all insurance cards, forms, drivers' license, policy numbers, and referral letters with you at the time of your appointment, so that the proper billing and insurance approval may be accomplished
- If you cannot make your appointment, we respectfully ask that you notify our office 24 hours in advance. If you know that you will be late for your appointment, please call ahead and notify our office, although you may need to be rescheduled for a different date and time. We appreciate your cooperation.
- All prior relevant imaging (x-rays, MRI, CT scans) must be brought in on CD on the day of your appointment. Reports from prior imaging should also be brought in, but are not a substitute for the images themselves. This will allow us to determine if any additional imaging is needed at your appointment.
- You may be asked to change into a gown and/or shorts for your exam. For your comfort, you may choose instead to follow these recommendations:
 - **Knee** exams: loose fitting, non-denim pants/shorts, without metal snaps, buttons, or zippers, that can be easily pulled up to at least four inches above the knee
 - **Hip** exams: loose fitting athletic pants/sweatpants/shorts with no snaps, buttons, zippers, metal grommets, or thick embroidery or screen printing
 - **Shoulder** exams: Loose fitting shirt or easily removable shirt, sports bra without hooks or underwire
- So that our sign in area doesn't become congested, anyone accompanying you is free to be seated while you check in.

We appreciate the opportunity to provide you with orthopedic care. Should you have any additional questions, do not hesitate to call our office at 214-383-9356.