



3841 Piper Street Suite T300 Anchorage, AK 99508

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NEW PATIENT INFORMATION AND INSTRUCTIONS

1. Please fill out all pages of the **Medical History Forms**.
2. Please bring your insurance card(s) with you to your appointment. If you do not have your insurance card, you may be asked to reschedule your appointment or pay in full at the time of service. You will then be responsible for submitting a claim to your insurance company.
3. **If you have had any prior consultations with another provider, please obtain your medical files from that provider's office prior to your visit to our office. From experience, it is more reliable to pick up your records than to rely on the mail delivery or another office to fax them to us. They will need a signed release from you to obtain these files. *If you have had any X-rays, Cat scans, Ultrasounds, or Biopsies pertaining to your urological problem, you should obtain these studies and the reports prior to your visit and bring them with you. Without these, it may be necessary to reschedule your appointment.***
4. The majority of patients coming in to see the doctor will need to provide a urine specimen at the time of their visit.

BILLING AND PAYMENT

Medicare Patients: Our office **does** accept Medicare assignment, which means that Medicare reimbursement will be sent directly to the Physician. Billing to your supplemental insurance will be taken care of from this office if you provide us with the appropriate insurance information (including copies of insurance card(s)).

Insurance Billing: If you have given us the appropriate information, we will submit your charges to your insurance company. At the time of service, you will be responsible for the amount your insurance does not cover to include co-pays and any part of your deductible that has not been met.

Medicaid Patients: You **must** have your current month's sticker with you for your visits, and your co-pay is due at the time of service.

Some insurance companies require referrals from your Primary Care Physician. If you have this type of insurance, be sure to bring us a completed referral form. With the referral form, we will bill the insurance company. Without the referral, we will bill the patient in full.

REMEMBER-You are responsible for any charges that are NOT covered by your insurance.