**Welcome to Surgical Associates of Western New York. We look forward to serving you!**

Please visit our website at www.surgicalassociateswny.com to learn more about our practice, our surgeons and the services we offer. You will also find patient information specific to your condition or procedure.

Being prepared for your first office visit is very important. Please bring all of the following items with you to your first appointment (**DO NOT** mail them in):

1. PATIENT INFORMATION FORMS & MEDICATION LIST with dosages. Please fill out all attached forms **before** your appointment and bring them with you.

2. INSURANCE CARD(S) & GOVERNMENT-ISSUED PHOTO I.D. We must verify insurance and identity of all patients (this includes Workers Compensation and No-Fault Claims). If we are unable, please understand that your appointment will need to be rescheduled.

3. ANY CO-PAYMENT, CO-INSURANCE OR DEDUCTIBLE required by your health plan. If you have a deductible or outstanding balance, or if we are unable to verify your insurance, we require a deposit of $75 per office visit. **All Time-of-Service payments are due at check-in.** If you are not prepared, your appointment will be rescheduled.

4. A REFERRAL from your Primary Care Physician (if required by your health plan). Your health plan may require you to get a referral from your Primary Care Physician (PCP) **before** your first visit to our office. If you are unsure, call your health plan. Please understand it is YOUR responsibility to get required REFERRALS **before** you come to our office. If you do not have a needed referral in place prior to your visit, your appointment will need to be rescheduled.

* If this box is checked, we are acting as co-surgeons working with another doctor’s office on your case. If your health plan requires specialist referrals, you must get referrals for **EACH** office/physician working on your case.

5. MEDICAL INFORMATION RELATED ONLY TO THE PROBLEM you are seeing us for.

* Get copies of related medical records and lab/radiology reports from your Referring Doctor. Bring these copies to your appointment or ask that they be FAXED to (716) 677-5008.
* You will also need to get related radiology films (mammograms, CT scans, MRIs, MRAs, angiograms, etc.) from the facility where they were performed. Call that facility at least 24 hours **before** you plan to pick up your films so they can have them ready for you. Bring these to your appointment as well.

**Thank you for choosing Surgical Associates of Western New York.**

**We look forward to meeting you.**

4/2016