

Mill Creek Foot and Ankle Clinic
16708 Bothell-Everett Hwy Suite 204
Mill Creek WA 98012

Dear Patient,

Welcome to Mill Creek Foot and Ankle Clinic.

Please complete and sign all of the appropriate Registration forms and bring them with you to your first appointment along with your: **1) INSURANCE CARD 2) DRIVER'S LICENSE 3) CURRENT MEDICATION LIST (names and dosages) 4) LIST OF MEDICAL ILLNESSES**

If you have previous X-rays, MRI's, CT Scans or other tests relating to your visit please have them sent to us ahead of time or bring them with you.

Please plan on arriving at the office at least 30 minutes before your appointment time if you need to complete the forms in our office, or 15 minutes before your appointment time if you have printed out and completed the forms before your arrival. This will insure we have time to enter your information into the computer and the medical assistant may review your history with you before your appointment with the Doctor. This is necessary so the doctor will have enough time for a complete and thorough exam.

Please review your **insurance card** and contact the insurance company's customer service department to inquire if your plan requires a referral from your primary care provider before seeing our doctor and to verify your co-pays and deductibles. **You will need to pay any applicable specialist co-payments at check in for your visit.**

Managed Care Plans

If needed, please contact your primary care physician to obtain a referral **before** your scheduled appointment. Your referral **must** arrive in our office before your scheduled appointment time via mail or fax. Our fax number is **425-482-6665**. If the referral is not received before your scheduled appointment time, your appointment most likely will have to be rescheduled. It is always best for you to make sure that your primary care physician has sent the written referral authorizing your visit before you come in.

If you request treatment to be rendered without the authorized referral, payment is due at the time of service and is not billable to your insurance company. You will be asked to sign a waiver of liability for the appointment prior to being seen.

We look forward to welcoming you as a patient to Mill Creek Foot and Ankle Clinic.

Dr. Joseph Hall and Staff