

## IGO Medical Group New Patient Information

**Please fill out this new patient pack of information prior to your visit and be sure to bring it with you to your appointment.** Below you will find our policies for payment. Please read them carefully to be sure you fully understand them.

- **Co-payments:** Co-pays are required at the time of your appointment. Please be sure you have a way to pay your co-payment at the time of your visit. We accept cash, checks and credit cards.
- **Missed Appointments:** If you find you have to reschedule your appointment, we ask that you call us at least 24 hours in advance of your appointment time so that another patient can be scheduled in the time slot. If you do not give at least one business day's notice, no shows or late cancellations are tracked by our computer system and you will be charged a \$50 fee for the missed appointment.
- **Deductibles:** If you have not met your deductible for your insurance plan year, you will be required to pay your share of the cost of your medical services at the time of your appointment.
- **Insurance Cards:** You must present your insurance card at each visit to our office. If we do not have your complete insurance information available at the time of your appointment, we will need to reschedule your appointment.
- **Billing:** As a courtesy, IGO Medical Group will bill your primary and secondary insurances. However, you are ultimately responsible for the payment of services not covered by your insurance plan. We recommend that you review your insurance plan to become familiar with what your particular plan covers.

**We are looking forward to caring for you as a patient at IGO Medical Group. We will see you on:**

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