



Dear \_\_\_\_\_,

**Welcome to our practice!**

An appointment has been scheduled for you at our office for:

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Dr. \_\_\_\_\_

**Please arrive 30 minutes prior to your appointment time and bring your Insurance Cards along with a Picture ID.**

We hope that the following information will be helpful to you. We respect your time and we would like to make your visit to our office as efficient as possible.

***Location:***

We are located at 2525 Williams Road on exit 12 off of Interstate 185.

***Medical Information:***

We would appreciate if you would fill out all forms and bring them with you to your appointment.

**Please bring all of your medicine bottles.** If a previous EKG, Chest X-ray, Echocardiogram, Stress test, Hospital Summary, Lab work within the last year, and last office note from Referring Physician are available, we would appreciate you bringing them with you or come by the office to sign a medical records release so we may obtain your medical records.

***Financial Policy:***

Please see the attached sheet for our Financial Policy.

***Medical Insurance:***

Please bring your insurance cards and a picture ID. This will help us file for insurance reimbursement for you for studies done in your evaluation. Your reimbursement may not cover the full cost of your studies or physician services. Regardless of insurance, payment remains your personal responsibility. If a referral is required by your insurance, please contact your PCP to obtain your referral.

***Cancellation:***

Please notify us as early as possible if you are unable to keep this appointment.

***Web Site:***

For more information regarding your Cardiovascular Health, please visit our web site at [www.columbuscardiologyassociates.com](http://www.columbuscardiologyassociates.com)

If you have any questions regarding the above, or if we can be of further help, please do not hesitate to call our office at (706) 323-5552 or 1-800-552-2806.

We look forward to meeting you.

Sincerely,

Columbus Cardiology Associates, P.C.