

#1



A Letter of introduction from Dr. Andre C. Matthews...

Dear New Patient,

Welcome to the **Baywood Orthopedic Clinic**. My staff and I are committed to making your experience with us as pleasant as possible. Therefore, we have provided (or you have downloaded from our website) a packet of information that will be helpful to you. Prior to your office visit, please make sure you have all the forms and information listed below:

- Document #1 - This letter of Introduction
- Document #2 - The Personal Patient Information form
- Document #3 - Office Visit Form (*this page is yellow if you obtained the packet from our office*)
- Document #4 - Financial Agreement Form
- Document #5 - Patient Privacy Sheet (*this document is the folded booklet if obtained from the office*)

On the day of your first appointment, please bring the following items with you:

- _____ Document #1 thru #4 above, completed and signed where indicated.
- _____ Your insurance and Medicare identification cards.
- _____ A referral form from your primary care doctor if required by your insurance.
- _____ All x-rays, MRI's that are less than 1 year old. Please bring the actual films, not CD's.
- _____ Include the written analysis reports relating to the x-rays or MRI's.
- _____ All records from prior medical treatment relating to your condition or issue.

In as much as insurance approved medical provider lists change frequently, we recommend that you verify that we are a contracted provider with your insurance carrier before your first appointment. Please check to confirm if your are required to have a referral from your doctor to see a specialist.

We accept co-pays in the form of cash, checks, credit or debit cards. Some insurance companies may also require us to collect a co-pay for x-rays. If so, you may be billed for the additional x-ray co-pay amount.

Once again, **WELCOME** to the **Baywood Orthopedic Clinic**, where commitment to your good health and well-being is our priority.

Sincerely,

Andre C. Matthews M.D.

