

### Your First Visit

Welcome! We wanted you to know a few key items for your first visit. Your attending to these items are important; as this will help us help you get the most out of your visit.

1. **Please call and confirm your appointment at least five days in advance of the actual appointment.** If your appointment is not confirmed, your appointment will be cancelled and someone from the waiting list will be moved into that time slot. However, if you do come for your appointment and you have not confirmed, we will work you in for most situations, but if too busy we may have to reschedule your visit. Thus, not confirming your first appointment five days in advance may result in a longer wait at the office, or may result in the rescheduling of your appointment.
2. If you have had any prior evaluations and treatment, pelvic surgery, or care (such as urology, ob/Gyn, or fertility care) related to the reason for your visit, **please have copies of your medical records sent before your visit or bring them with you.** Legally, we cannot send requests for your records, **so the records must be requested by you.** If you are seeing us regarding tubal ligation reversal, please bring or have sent to us in advance copies of your tubal sterilization operative report and pathology report. (The pathology report will not exist in cases where the fallopian tubes were occluded by rings, clips, or cautery in an outpatient laparoscopic procedure.)
3. **Billing/Financing-** Financing provided by Lending Club Patient Financing, WIN Fertility, United Medical Credit, and Smartcare Financing provided by Campus Federal Credit Union. Please see our billing policies statement in the new patient packet.
4. Please bring two forms of identification with you to your first appointment, one a photo ID, such as driver's license, and the other can be a non-photo ID such as a social security card, an insurance card or a current utility bill. (Utility bill must be in your name). Medical and legal patient identification requirements make these two forms of identification a requirement. Non U.S. citizens should bring a green card or passport and a second form of ID, such as utility bill or IRS right to work letter.

We look forward to meeting and caring for you. Please call us at **318-841-5800 ext. 0** if you have any questions.

Sincerely,

Ms. Nathailia Archer  
Office Manager