



Dear New Patient:

Welcome to our practice! Thank you for allowing us to serve your health care needs. The following information is provided to introduce you to our practice policies.

We are enclosing our new patient information forms for you with this letter. Please complete the forms and bring them with you to your first appointment to help speed up the check in process. You will need to arrive 15 minutes prior to your appointment time, so that we may get all of your paperwork together and set up your chart to be ready for your appointment time.

LOCATIONS and HOURS:

Punta Gorda: We are located at 713 East Marion Avenue, Suite 1211, Punta Gorda, located in the two-story building in the parking lot of Bayfront Punta Gorda Hospital. We have office hours Monday through Thursday 8:00 – 4:30.

We request that you give us at least a 24 hour notice if you are unable to keep your scheduled appointment. This will give us time to schedule someone else who may have an urgent need for care. Patients that arrive more than 15 minutes late for an appointment will be asked to reschedule. According to office policy, if you fail to notify us in advance and do not show for 3 scheduled appointments, you will be dismissed from the practice.

FINANCIAL: If you have medical insurance, please bring all of your current insurance identification cards with you to the appointment. Please check to make sure that the cards are not expired. You will also need to bring a valid photo identification card.

It is necessary for you to bring any co-payments you will owe, according to your insurance benefits, to your office visit. For self pay patients payment in full at the time of service is required. We accept cash, checks, money orders, traveler's checks, all major credit cards and CareCredit (a patient payment plan). There is a \$35.00 insufficient (bounced check) fee if your check does not clear the bank, in addition to the amount of your check.

PRESCRIPTIONS: Dr. Ravid and Stacey Pappas, ARNP want you to be aware that we do not fill prescriptions on Fridays or on weekends, so if you are running low please plan accordingly to ensure you do not run out of your medications. Also, please allow 24 – 48 hours from the time of your call for your prescription to be filled.

The physicians and staff respectfully request that you turn off your cell phone when in the office. Thank you! We look forward to meeting you soon!

Doctors and Staff of GulfView Medical Institute