



Welcome to Neurosurgery and Spine Specialists.
Thank you for choosing our practice.

- **Attached is the paperwork** we need you to complete and bring to your appointment. It is not necessary for you to mail it. If you forget to bring it, we will have you complete the forms at the office prior to seeing the physician.
- **Our physicians review your films prior to your visit.** If you did not make arrangements with our scheduling department for us to obtain your films, please make sure your films are in our office at least one week prior to your appointment.
- **Please arrive 30 minutes** prior to your appointment time.
- **Please bring your insurance card(s)** and photo I.D. with you to your first and **all subsequent visits.** We require new medical history forms to be completed each year. Please allow enough time to complete these prior to your appointment. If you do not have a valid photo I.D, your insurance card(s) or completed paperwork, **your appointment will be rescheduled.**
- **If you are unable to keep your appointment,** please notify us as far in advance as possible.
- **Office hours** are from 8:00a.m. to 5:00p.m., Monday through Friday. Each of our physicians has specific days for office visits and surgery. Although we make every effort to see patients on time, we experience emergencies and lengthy operations from time to time, so sometimes longer waits are unavoidable. We make every effort to inform you in advance and reschedule your appointment when necessary.
- **Co-Payments** required by your insurance company are expected to be paid at your visit.
- **Medication refill requests** are handled Monday through Thursday, 8:00a.m. to 3:00p.m. and we ask that you allow 72 hours to process your request. We do not process requests on Fridays, so please plan ahead.

We look forward to being involved in your care!