



10 Union Square East, 5P, New York, NY 10003
910 Park Avenue, New York, NY 10075

drziets.com
212-717-1285
Fax: 212-717-1285

Dear New Patient, _____:

We are very pleased you have scheduled an appointment with us. Please take a moment to review the following important information and enclosed documents.

Your Appointment:

Date - _____, _____ Time - _____:_____ am pm

Office - Union Sq. Park Ave. (Addresses above)

Items To Bring With You:

- Patient Enrollment Form - All items must be fully completed. Do not mail or fax back.
- Medical History Form - All items must be fully completed (both sides). Do not mail or fax back.
- Insurance ID Card(s) - Most current issued by primary and secondary (if applicable) carrier(s)

Other Items To Bring (If Applicable):

- Co-Pay, Co-Insurance, Deductible or Direct Payment - By cash or check only (no credit cards)
All patient responsibility fees must be paid in full at time of visit and cannot be billed.
- Insurance Referral or Authorization Form - Must be valid and approved and name Dr. Ziets.
- Accident Claim Information - For open cases, must complete Side 2 of Patient Enrollment form.
- X-Ray Films - If not available or additional views needed, new x-rays will be taken at our office.
- MRI or Other Study Results - If previously completed and pertinent to present complaint.

General Appointment Policies:

- Cancelling or Rescheduling - Please call at least 24 hours in advance.
- Lateness - Please call ahead. Appointment times are held for 15 minutes only.
- Multiple Orthopaedic Problems - Only the primary area (maximum of two body parts) can be evaluated per visit. For any additional body parts, a separate appointment is required.
- Insurance or Case Information, Referrals and Payments - These items are the patient's responsibilities. If required and not provided, the appointment will be cancelled.

We thank you in advance for your cooperation. We want you to have an outstanding experience and look forward to seeing you.

Sincerely,

The Office Staff of Robert Ziets MD Orthopaedic Surgery