



Dear Patient

Welcome to our practice. To simplify the process on your first visit please complete the enclosed patient information forms prior to your arrival. You may also complete these forms through our patient portal if you are registered. Additionally, you will need to present a current insurance card and valid form of identification upon your arrival. If your insurance requires a referral from your primary care physician it is **your responsibility** either to bring it with you, or to ensure that it has been transmitted to us. We strongly encourage you to contact your insurance carrier to determine whether you need a referral for your visit to the Neurosurgeon.

In order to help maintain health care costs we require all co-pays at the time of check-in. **A FEE OF \$30 WILL BE CHARGED FOR APPOINTMENTS CANCELLED WITHOUT A 24 HOUR NOTICE. A FEE OF \$75 WILL BE CHARGED FOR PROCEDURES CANCELLED WITHOUT A 72 HOUR NOTICE.** If you wish to acquaint yourself with our practice you may visit our website at www.stlbrainandspine.com.

We look forward to seeing you.

Sincerely,

The physicians and staff at Neurosurgery of St. Louis

314.806.1770 phone 314-558-9017 fax

www.stlbrainandspine.com

THE FOLLOWING ARE VERY IMPORTANT FOR YOU TO BRING WITH YOU FOR YOUR APPOINTMENT:

- All CT, MRI or XRAY on CD as well as the written report.
- Patient information forms.

REMINDER: If you have not completed your patient information forms either on-line or mailed to you, it is important to arrive 30 minutes before your appointment to complete all necessary paperwork.

Having this information helps our doctors understand your problem without you having to return for a second office visit. It is possible that we may not be able to see you on your appointment day and reschedule your appointment if the above criteria is not met.