

# New Patient Checklist



## Please bring the following items with you to your appointment:

- Current Insurance Card\*
- Your Co-Payment\*
- Referral Authorizations (if any)
- Completed **Patient Registration Form** from our website  
(see: <http://orthowashington.com/assets/patient-registration.pdf>)
- Previous X-rays / MRI Imaging (preferably on CD) and Radiologist Reports (if available)
- Previous Operative Notes (if any)
- Clothing you can change into that will allow the physician to examine your injury (e.g. shorts, tank top)

\*If you are unable to bring these, we will be happy to reschedule your appointment. We can also attempt to assist you obtaining imaging and records.

## Prior Authorizations / Certifications

Please be advised that it is the patient's responsibility to obtain the necessary authorizations from their insurance company prior to seeing a doctor. Prior authorization is also required for any X-rays or MRIs that are taken in our office during your visit.

If we have not received your referral prior to your appointment, we will require you to make full payment at that time or we will have to reschedule your appointment.

If you are uncertain whether a pre-certification is required, please contact your benefits department. If you are a member of an HMO, you must get prior approval from your primary care physician. The necessary telephone numbers are usually located on the back of your insurance card.

If your insurance company/workman's compensation requires information from the doctor regarding the need for a visit, please let us know and we will forward the required paperwork.

## Insurance Coverage and Payment

While the filing of your insurance claim is a courtesy we extend to our patients, we must emphasize that as medical care providers, our relationship is with you the patient, not your insurance company. All charges are the responsibility of the patient from the date the services are rendered. We realize that from time to time, temporary financial setbacks may affect timely payments on your account. If such problems do arise, we encourage you to contact our office for assistance in the management of your account.

Our staff will gladly discuss your proposed treatment and answer any question relating to your insurance. However, not all services are a covered benefit in all contracts. Your insurance is a contract between you, your employer, and the insurance company.

If you have any questions about the above information or have uncertainty regarding your insurance coverage, please do not hesitate to ask for assistance.