



## New Patient Checklist

- \$175 deposit paid by credit card / check
  - This will apply to your copay/deductible. You will receive a refund if your insurance covers at 100%
  - This MUST be received NO LATER than 2 weeks prior to your scheduled appointment or we will need to release your appointment slot and reschedule
  - Paid by:       Credit card       Check       Receipt attached
  
- Complete Comprehensive History
  - 2 Week Sleep Log
  - 3 Day Food Log
  
- Complete Registration Record
  
- Complete Privacy Practices Acknowledgement Form (HIPPA)
  
- Prepare any records, test results, or any other pertinent information to bring to the appointment; bring copies for the doctor if possible
  
- Wear or bring loose fitting clothing for the appointment
  
- Bring BOTH your insurance card and a photo ID (i.e. driver's license)
  
- Bring copay (if you have one) as it is due at the time of service