

WELCOME

Dear New Patient,

Welcome to our practice. We are happy you chose us to provide your care and look forward to serving you. Please call to schedule an appointment if you have not done so already, and fill in the date and time below for easy reference:

Day _____ Date _____ Check-In Time _____ Appointment Time _____

Provider name _____

Please check the office where you made your appointment:

____ **Fairfax Office:** 3028 Javier Road, Suite 300, Fairfax, VA 22031 **NEW**

____ **Fair Oaks Office:** 3700 Joseph Siewick Drive, Suite 308, Fairfax, VA 22033

____ **Chantilly Office:** 3914 Centreville Road, Suite 350, Chantilly, VA 20151

____ **Herndon Office:** 100 Elden Street, Suite 12, Herndon, VA 20170

BE SURE TO COME TO THE OFFICE WHERE YOU SCHEDULED YOUR APPOINTMENT!

REMEMBER to bring with you:

- ✓ Insurance card
- ✓ Picture ID
- ✓ Current list of your medications
- ✓ Any recent x-ray/lab reports and any other items pertinent to your appointment
- ✓ **All** of the downloaded forms completely **filled out** (unless you do so on the patient portal)

If your insurance requires a referral for the visit, it is your responsibility to make sure that we have this on file. If you do not bring this with you, your appointment will need to be rescheduled.

Advanced Directives – if you have an advanced directive or living will, please bring that with you and we will keep it in your file. There is no legal requirement to complete an advanced directive. If you do not have or know about advanced directives, you can learn more at www.caringinfo.org/i4a/pages/index.cfm?pageid=3289.

YOUR APPOINTMENT MAY NEED TO BE RESCHEDULED IF YOU:

- Go to the wrong location
- Do not bring the items listed above
- Do not bring a referral (if required by insurance)
- Arrive later than your check-in time

We do not want to have to reschedule you, so we urge you to keep this form handy and follow the instructions on the day of your appointment. If you need to **cancel or reschedule** your appointment, we ask that you please give us at least **24-hours notice**. There is a \$50 charge for late cancellations and missed appointments.

If you have any questions, or need to reschedule, please call us at **703-698-8960**. We look forward to seeing you and providing your care.