

**Clinical & Health Psychology**

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904-448-0079 ▪ FAX 904-636-9661

Dear \_\_\_\_\_,

You are scheduled for a new patient appointment on \_\_\_\_\_ at \_\_\_\_\_.

In preparation for your initial evaluation with our office, we ask that you bring the following items to your first appointment:

1. The completed "New Patient Packet" that is attached for your convenience
2. Your insurance card and ID
3. A current medication list
4. Any pertinent medical records, specifically imaging reports, test results, etc.

Please notify us as soon as possible if you are not able to keep your appointment so that we can offer that appointment opportunity to another patient in need of care.

**You will receive a courtesy call from our office to confirm your appointment a few days in advance of your appointment. Sometimes we are unable to reach patients by phone due to number changes and other circumstances. If you have not verbally confirmed with someone from our office by three days before the appointment, it is your responsibility to call the office 904-448-0079 and confirm your appointment otherwise you will forfeit your appointment and another patient in need of care will be given the opportunity to schedule at that time.**

Please arrive at your appointment 15-20 minutes early to complete the check-in process.

We look forward to serving you. Please feel free to contact our office with any questions concerning your appointment.

Thank you,

The office staff