



Dear Patient,

Welcome to our practice and thank you for choosing Cardiology Partners for your cardiovascular needs. Our office hours are Monday – Friday 9:00 am to 5:00 pm and phones are answered from 8:00 am-Noon and 1:00pm-4:30 pm.

**Please complete all of the new patient packet** forms and bring them with you for your appointment or you may fax it to 817-842-2599 **before** your scheduled appointment.

If your insurance company requires you to have a referral, please contact your Primary Care Physician and secure one prior to your appointment. If the referral is not issued before your appointment time, it may be necessary to reschedule. If you need to cancel your appointment and do not call to cancel 24 hours in advance, you may be charged a \$25.00 no-show fee.

**On the day of your first appointment:**

- Please arrive 15 minutes prior to your scheduled appointment time. This will allow us to complete the registration process in a timely manner.
- Bring your insurance card and a picture I.D. to each appointment you have with us.
- Bring Medical Records from your referring physician.
- Bring a current list of your medications including dosages.

All payments are expected at the time of service prior to seeing a provider. This includes co-pays or deductibles as defined by your insurance company. The office staff will contact your insurance company to obtain any required authorizations for testing and is available to discuss financial responsibility, as requested. If you are uninsured, payment will be collected before services are rendered unless other arrangements have been made. For your convenience, cash, checks, MasterCard, Visa, Discover and American Express cards are accepted.

If you have any questions, please do not hesitate to contact us. We look forward to participating in your health care needs.

Sincerely,

The Staff of Cardiology Partners