

# Pre-Visit Instructions

General / Family Practice

*Please review these instructions carefully before your scheduled appointment.*

## YOUR APPOINTMENT

Patient Name: \_\_\_\_\_

Appointment Date: \_\_\_\_\_

Appointment Time: \_\_\_\_\_

Provider Name: \_\_\_\_\_

Clinic Location / Address: \_\_\_\_\_

Clinic Phone Number: \_\_\_\_\_

## ARRIVAL INSTRUCTIONS

- Please arrive 15 minutes before your scheduled appointment time to allow for check-in and any required paperwork.
- If this is your first visit, please arrive 30 minutes early to complete new patient registration forms.
- Check in at the front desk and present your photo ID and insurance card.
- If you are running late or need to cancel, please call the clinic as soon as possible. Cancellations require at least 24 hours notice.

## WHAT TO BRING

- A valid government-issued photo ID (e.g., driver's license, passport, state ID).
- Your current insurance card(s) — both primary and secondary if applicable.
- A list of all current medications, including prescription drugs, over-the-counter medications, vitamins, and supplements. Include the name, dosage, and frequency of each.
- Any referral or authorization paperwork from your referring provider, if required by your insurance plan.
- Completed Patient Medical Form (if provided in advance — see attached).
- A list of questions or concerns you would like to discuss with your provider.
- Copayment or outstanding balance — we accept cash, check, and major credit/debit cards.

## FASTING & LABORATORY PREPARATION

*If your provider has ordered blood work or lab tests, the following may apply:*

- **Fasting Required:** Do not eat or drink anything except water for 8 to 12 hours before your appointment. This is commonly required for fasting glucose tests, lipid panels (cholesterol), and metabolic panels.
- **Stay Hydrated:** Drink plenty of water before your visit. Being well-hydrated makes blood draws easier and faster.
- **Medications:** Continue taking your regular medications with a small sip of water unless your provider instructs otherwise. If you are unsure whether to take a specific medication, call the clinic before your visit.
- **Avoid Alcohol:** Do not consume alcohol for at least 24 hours before any lab work.

## SPECIAL PREPARATION (IF APPLICABLE)

Check any that apply to your visit and follow the corresponding instructions:

**Annual Physical / Wellness Exam**

Wear loose, comfortable clothing. Be prepared to discuss your medical history, family history, and lifestyle habits such as diet, exercise, tobacco use, and alcohol consumption.

**Follow-Up Visit**

Bring any test results, imaging reports, or specialist notes received since your last visit. Note any changes in symptoms.

**Sick Visit / Acute Concern**

Write down when your symptoms started, how they have changed, and any treatments or home remedies you have tried.

**Medication Review**

Bring all medication bottles or a complete, up-to-date medication list including dosages. Note any side effects or concerns.

## INSURANCE & BILLING REMINDERS

- Verify that your insurance plan is active and that our clinic is listed as an in-network provider. Contact your insurance company's member services number on the back of your card if you are unsure.
- Some services may require prior authorization from your insurance company. If your provider has ordered any procedures, imaging, or specialist referrals, please confirm authorization before your visit.
- You are responsible for any copayments, coinsurance, or deductible amounts at the time of service.
- If you do not have insurance, please contact our billing office before your visit to discuss self-pay rates and payment plan options.

## QUESTIONS OR CONCERNS

If you have any questions about these instructions or need to reschedule your appointment, please contact our office during business hours:

Phone: \_\_\_\_\_

Hours: \_\_\_\_\_

Website: \_\_\_\_\_

Patient Portal: \_\_\_\_\_