



Turkey Creek Office

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Cherokee Mills Office

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Welcome _____

Your Appointment is _____ Location _____
(Date and Time)

Thank you for choosing our practice for your medical care. The staff of Faculty Internal Medicine wants to make your experience with our office pleasurable.

For your convenience, below is a check list of what you need to bring to your first appointment:

- Patient History Record (included in this packet)**
- Complete medication list**
- Photo ID**
- Insurance Card/s**
 - Policy holders address and date of birth for each**
- Co Pay and/or coinsurance**
- Names and phone numbers of anyone allowed to have access to your medical and/or financial records**
- Names and phone numbers of all emergency contacts**
- Living Will**

We do ask that you arrive **30 minutes** prior to your appointment. This will allow time for you to input this information into our electronic check-in system. This system is an electronic tablet where information is gathered from the patient and electronically transmitted into your medical record, eliminating the need for paper.

We ask that you present this packet fully completed at your time of arrival. Failure to have this packet filled out completely may result in your appointment being rescheduled.

We ask that you come to your New Patient appointment **fasting** in case the physician orders lab work:

AM appointments: Nothing to eat or drink after midnight. You may have water or black coffee.

PM appointments: You may have a light non-fat breakfast 8 hours prior to your scheduled appointment. You may have water or black coffee.

Faculty Internal Medicine staff can not assist you from your vehicle into our suite or from our suite to your vehicle. We do have wheelchairs in our suite that you may utilize at your visit. If you need assistance with navigation, please have a caregiver accompany you to your scheduled appointments.

We want to make your experiences in our office positive ones. Please alert us to any special needs, questions or concerns. If there is ever anything we can do to improve your experience in our office, please let us know.

Thank you for allowing us to serve you! We look forward to seeing you soon.

Sincerely,
Faculty Internal Medicine