

Dear Patient,

We are delighted that you have chosen our practice for your care, and we look forward to your visit.

Please arrive at least 30 minutes prior to your appointment time to allow us sufficient time to process your paperwork. For future follow up appointments, please arrive 15 minutes prior to your appointment time.

To expedite our check in process, please complete the enclosed paperwork prior to your appointment. When you arrive at our office, please present your completed paperwork, photo ID, and your insurance cards.

If your insurance plan requires a referral, it is your responsibility to contact your primary care provider and ensure they have forwarded our office a valid referral. We may not be able to see you if a referral is not on file with our office by your scheduled appointment date.

For your convenience on any money due, we accept cash, personal checks, Master Card, Visa, American Express, and Discover Card.

For more information about our practice, please visit us at [www.dfwra.com](http://www.dfwra.com).

If you have any questions about this notice, please contact:

Patient Services Manager: Mikaela Champagne

Email: [patientservices@dfwra.com](mailto:patientservices@dfwra.com)