

To Our New Patient:

We would like to take this opportunity to welcome you to our practice and thank you for choosing The Ear, Nose and Throat Surgical Associates.

We have enclosed a patient information sheet, a medical history form and a medication list form for you to complete. Please fill these out before coming to your appointment. This will allow you time to think about each question and answer it thoroughly. As you complete these forms, you may think of questions that you would like to ask your physician. Please write down these questions and bring them with you to your appointment. **Please arrive approximately 20 minutes before your scheduled appointment time so that we can process all your new patient paperwork.**

The legal guardian must accompany the patient to every appointment if the patient is a minor.

If you have seen another physician regarding the problem you are being seen for, be sure to bring records from that physician with you. If you have had any recent x-ray, CT Scan, MRI films, or any other tests done, please bring those along with any medical records that you feel may be important for your visit.

**Please bring your current insurance card with you.** We file charges for all HMO and PPO insurance plans that we participate with and we accept assignment for Medicare claims. To ensure that we are filing the correct insurance for you, we will ask to see your insurance card **at each visit** to our practice.

If you are on an HMO, EPO or POS plan, please be sure that your primary care physician has given you an authorization number for your appointment with us. We are required by your insurance plan to have this number prior to your visit. **We may have to re-schedule your appointment if we do not have this authorization number.**

Please be sure to review our Patient Privacy Policy and our Patient Financial Policy. Be aware that we will need you to complete a Patient Medical History form and Patient Information sheet annually. For your convenience, you may download these forms from our website at [www.entorlando.com](http://www.entorlando.com). You may also obtain further information about our practice including various educational materials and surgery post-op instructions on our website.

*As a courtesy to our allergy patients, many of whom are highly sensitive to smells, we request that people refrain from wearing perfume, cologne, or scented lotions when coming to the office.*

**Please bring the enclosed satisfaction survey form with you.** We would appreciate it if you would complete it and either leave the form with us when you check out after your appointment or mail it to the attention of the office manager after your visit.

Thank you for allowing us to participate in your care. We look forward to meeting you.

Sincerely,  
The Physicians and Staff  
at The Ear, Nose and Throat Surgical Associates