

PETER A. LINFOOT, PH.D., M.D., INC.
ENDOCRINOLOGY, DIABETES AND METABOLISM
ABIM CERTIFIED, ENDOCRINOLOGY, DIABETES AND METABOLISM

Welcome to Dr. Peter Linfoot's medical practice and thank you for selecting us as your health care provider. In order to facilitate the processing of your client records and insurance billing we will need some initial information from you.

If possible, we request these items be mailed to our office at least two (2) weeks before your scheduled appointment date:

1. Completed patient history packet.
2. Copy of your insurance card.
3. Insurance referral or authorization letter if required by your insurance company.

Upon receipt of this information, office staff will prepare a chart and set up your billing account. There will be a \$30 fee assessed for cancellations made after 12:00 noon on the day prior to your appointment. If you need to cancel a Monday appointment, please leave a message on the answering machine prior to noon on Sunday.

When you come for your first appointment please bring the following items:

1. A list of all the medications you currently take. Please indicate the medication name, dosage, number of pills taken, and date started. Include any over the counter medications you take on a regular basis.
2. If you have diabetes, please bring your glucose meter. We will download the meter information and print out a report. We use this information to evaluate and provide guidance on ways to improve glucose control. In order to adhere to safety standards and protect our staff, we request that blood be removed from the meters before your visit.
3. Copies of any laboratory, other test results, or medical chart notes that are pertinent to your health issues.
4. Co-payment or insurance deductible payment. If we have to bill you for these items, there is a \$15 processing fee.

We are continually striving to improve patient care services. Please do not hesitate to call the office if you encounter any problems with service or have suggestions or comments. Again, thank you for selecting our practice and we look forward to assisting you with your health care needs.

Sincerely,

Peter Linfoot and Staff

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