

PLEASE REVIEW THE FOLLOWING PRIOR TO YOUR VISIT

1. If your insurance company requires a referral before you see a specialist, **PLEASE CONTACT YOUR PRIMARY CARE PHYSICIAN**, to make sure it is in place before your office visit.
2. You should also verify that the physician you are seeing is in the network of your plan. **It is the responsibility of the patient to verify that the physician is indeed on your insurance plan.**
3. We need to know which hospitals or surgery centers are covered by your insurance so that any surgery or tests can be scheduled at approved facilities. Please check your insurance booklet or call your insurance company prior to your office visit. It is also the responsibility of the patient to verify that the hospital or facility is covered by your particular insurance plan.
4. **BE SURE TO BRING YOUR INSURANCE CARDS.**
5. **Dr. Dodd's Patients** – you must hand carry your films to the office. **DO NOT HAVE THEM MAILED TO US.** Dr. Dodd needs to see the actual films, if they are not here at the time of your appointment, we have to reschedule your visit.
6. **Drs. Sferra, Stengle & White's Patients** – the doctors require you to bring the CD of your x-rays with you to the office. The only exception is mammograms, which are not put on a CD and so the doctor will need the actual films.

REFERRALS

IF YOUR INSURANCE COMPANY (PARAMOUNT, HMO HEALTH OHIO, MEDICAL MUTAL, ETC) REQUIRES A REFERRAL, YOU MUST BRING IN YOUR COPY FOR ANY OFFICE VISITS.

YOUR PRIMARY CARE PHYSICIAN IS THE OFFICE TO CONTACT FOR A REFERRAL REQUEST.

IF YOU DO NOT HAVE YOUR REFERRAL AT THE TIME OF THE VISIT, WE MAY HAVE TO RESCHEDULE YOUR APPOINTMENT.