



The Center for
Plastic Surgery
at Copper Ridge

PATIENT PRE-APPOINTMENT CHECKLIST

Dear Patient:

Thank you for choosing The Center for Plastic Surgery at Copper Ridge for your plastic and reconstructive surgery or procedure. It is our goal to make your experience with us a most positive one. Please assist us in serving you by bringing the following items/information to your next appointment:

Checklist:

- A complete list of all current medications. Please bring a complete list of your current medications, including strength and dosage amounts. You may bring the actual containers if this is easier for you.
- Current insurance cards. Please bring all current insurance cards so we may keep a copy on file. Note: we are a non-participating medical practice and only participate with Medicare, Worker's Comp, Medicaid (for those patients 17 years of age and under), and Priority Health. If you have a non-participating insurance company policy, payment for your services will be expected prior to services. As a courtesy, we will then bill your insurance company.
- Paperwork. Please complete the Patient Information Form and the Medical History Form and bring them with you to your first appointment.
- Referral information. If a physician has referred you to this office, please contact them to make sure all of the pertinent documentation has been copied and forwarded to our office.
- Your insurance policy. Please read your insurance policy thoroughly to know if you need to bring our office a written referral or authorization from a primary care physician. This is very common, especially for those patients who carry Blue Cross PPO, Blue Care Network and Priority Health. It is imperative that you have this referral/authorization dated prior to your visit with our office and bring it with you to your appointment.
- Trauma, auto accident, or emergency department referrals. If your visit to our office is due to a medical emergency or accident, please bring the name of the emergency department physician or referring physician with you, as well as, all your insurance information. If your visit involves an automobile accident/incident, you will also need to call your auto insurance carrier and have them send our office an authorization letter indicating that they will cover your visit. If you do not have this authorization at the time of your appointment, you will be expected to pay for your visit.
- Worker's Compensation. Please bring with you the name of the insurance carrier, their address and phone number. We will also need to know the date of the injury, the claim number, the adjuster's name and the employer's name, address and phone number. If you do not have this information with you at the time of your appointment, you will be expected to pay for your visit.

We appreciate your assistance in helping us to complete all necessary paperwork. In the event that you do not have all the appropriate documents, and/or are unable to pay at the time of service, please contact us so that we may reschedule your appointment. **If you have any questions, please do not hesitate to contact our office at (231) 929-7700.**