

Pappas Ear Clinic, P.C.

Otology and Otoneurology
Skull Base Surgery
Ear Disorders of Adults and Children
Facial Nerve Disorders Cochlear Implants

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In preparing your chart, there is certain information that must be obtained in order to provide a thorough visit with your doctor. **This packet contains directions and patient forms that need to be filled out completely and brought to our office** at the time of your visit. Present these forms along with **picture ID and insurance card** to our receptionist upon your arrival.

It is VERY IMPORTANT that you bring any medical records that may be pertinent to your visit with us. This should include hearing tests, ENG'S, VNG's, MRI's, and CT scans or other diagnostic studies performed elsewhere. We need to have films to review and a copy of the report on any MRI or CT scan you may have had performed. **If we do not have a copy of these to review at the time of your visit then this may cause a delay in any recommendations for treatment.**

If your insurance requires prior authorization from your primary care physician, please be certain that this authorization has been received by our office prior to your coming in. Otherwise, this will detain you from seeing the doctor in a timely manner. **Payment for co-pays, deductibles, or other treatment or medication not covered by your insurance company is expected prior to visit with the doctor, the day services are rendered.**

Our office hours are 7:30 A.M. to 4:00 P.M. Monday- Friday. IF YOU MUST CANCEL YOUR APPOINTMENT, we would appreciate 24 hours notice so that someone else can be given the opportunity to see the doctor. **THERE WILL BE A \$25.00 CHARGE IF WE DO NOT RECEIVE 24 HOUR NOTICE OF APPOINTMENT CANCELATION OR RESCHEDULE.**

We ask that you refrain from wearing any perfume or cologne to your appointment in courtesy of other patients, as well as the doctor's and their staff.

Thank you for allowing us to participate in your treatment needs.

- Pappas Ear Clinic, P.C.