

## East Tennessee Ear, Nose and Throat Specialists, PC

Dear Patient:

Welcome to East Tennessee Ear, Nose and Throat Specialists, PC (ETENTS)! We appreciate the opportunity to care for you and your family.

In order to serve you more efficiently, we need your help with the enclosed new patient paperwork. Please complete all forms and return them when you come for your appointment.

Things to bring to your appointment:

1. All insurance cards - and if your insurance requires a referral, please make sure we have received it before your appointment. **Kenpac Kentucky Medicaid patients must be sure they are referred by their Kenpac physicians.**
2. Any co-payment or co-insurance your insurance company requires you to pay. These amounts will be collected at the time of your appointment.
3. Any X-rays (actual films and reports), CT scans (actual films/DVD and reports), and any other test results relating to your current problem(s).
4. A list (or the actual bottles) of your current medications and any medications you are allergic to.
5. The completed new patient paperwork
6. If the patient is under 18, they must be accompanied by a parent or legal guardian WITH legal guardianship documents.

Please call our office and cancel if you are unable to keep your appointment. We have a 24-hour cancellation policy that all no shows will be billed \$25.00 if we are not notified 24 hours prior to the appointment.

We provide designated parking for our patients at our Oak Ridge location. These spaces are marked with "Reserved ENT/HEAR Only".

Thank you for choosing our office for your Ear, Nose and Throat needs. We look forward to meeting you.

If you have any questions or problems relating to your appointment, please do not hesitate to call.

Thank you.