

## Appointment Information

Please review our office/financial policy to facilitate the exchange of important information between us. Hopefully, many of your questions referencing our policy will be clearly addressed. We also have the “Summary of Notice of Privacy Practices (NOPP)” as mandated by Federal Guidelines (HIPAA) in our office available to you at your request; just ask a staff member if you need a copy.

We request that you thoroughly complete your history form & patient information form and bring it with you to your appointment.

Please be sure to **BRING** the following documents to your appointment:

- Enclosed medical history form – COMPLETED
- Enclosed patient demographic form - COMPLETED
- Drivers license & Insurance card –BRING TO EVERY APPOINTMENT
- Form of payment for co-payment/deductible or payment of service
- A list of all your medications and the corresponding dosages along with prescribing Physician’s name
- Operative report & pathology report from all gynecological surgery you have had
- All related medical reports and medical records. **THIS INCLUDES:** Lab work – most recent results, Pap smear, Mammogram, Bone densitometry
- IF you do not have these, please bring the name of your doctor, along with the phone number & fax number. Dr. Prewitt may need previous records or test results from these physicians. **If you have had ANY TESTS** done with another physician, *it is your responsibility to provide us with this information.*

**Please note that our office has a no children policy.**

If you need to reschedule or cancel your appointment, kindly notify us 24 hours in advance to avoid a cancellation charge.

If you have new insurance, please make sure you notify us at least 24 hours before your appointment. If you do not inform us of new insurance changes, before your appointment, we may not be able to verify it, thus causing you to reschedule.

It is very important that you arrive either early or promptly at the scheduled time of your appointment, with all paperwork completed. If you do arrive late, your appointment most likely will be RESCHEDULED.

Should you have any questions, please contact our office prior to your appointment.

**Our address is:**

**4601 Old Shepard Place Building 2 Suite 209  
Plano , TX 75093  
972-380-1099**