



DR. PAULA D. MOORE
DYSAUTONOMIA CENTER

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NEW PATIENT INSTRUCTIONS

On the day of the first appointment, plan to be at the Dysautonomia Center for 2-4 hours. You may receive testing, evaluation and educations. Your follow-up visits will not take as long. To make your first visit run as smoothly as possible, read the following carefully:

1. COMPLETE AND BRING all enclosed forms with you.
2. COMPLETE AND BRING the medical questionnaire (enclosed) with you.
3. Bring your INSURANCE CARD with you. WE CANNOT SEE YOU WITHOUT IT.
4. Bring your Driver's license/Driver's license of the responsible party or picture I.D.
5. FAILURE TO CANCEL A NEW PATIENT APPOINTMENT WITHOUT A MINIMUM OF 24 HOURS NOTICE OR ONE BUSINESS DAY WILL RESULT IN A \$100 ADMINISTRATIVE FEE.
6. It is preferable that a parent or guardian accompany patients under the age of 16.
7. **If you had a cardiac stress test, echocardiogram, EKG or lab tests within the previous 36 months, complete and sign the RELEASE OF INFORMATION FORM. Submit this form to your physician(s) to obtain a copy of these tests. Your physician may mail or fax the results to us at the address and phone number above.**
8. **If your insurance requires a referral from your primary care physician, YOU MUST OBTAIN IT BEFORE YOUR VISIT. THIS IS NOT THE RESPONSIBILITY OF THE CENTER. WE CANNOT SEE YOU WITHOUT YOUR REFERRAL. PLEASE CONFIRM THAT WE HAVE THE REFERRAL 24 HOURS BEFORE YOUR SCHEDULED APPOINTMENT BY CALLING OUR OFFICE.**
9. If your insurance requires a co-pay or your visit is subject to your deductible, be prepared to pay by cash, check or cred card at the time of your visit. This applies to return visits as well as the new patient visit.
10. Please understand that our physician is only treating your for Dysautonomia or Mitral Valve Prolapse. **PLEASE HAVE A PRIMARY CARE PHYSICIAN FOR ALL OTHER HEALTH PROBLEMS.** We will be glad to send him/her a report of your evaluation. Please let the front desk know when you check in.
11. **ONLY THE PATIENT IS ALLOWED IN THE TESTING AREA.** All other family members will be required to wait in the mail lobby during testing. Please provide supervision for your children.

We look forward to seeing you. Please call us if you have any further questions. 205.286.3200 phone or visit our website at www.mvpctr.com