

Pain Consultants of the Rockies, PC and Pain Treatment Center of Wyoming, LLC

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PATIENT CHECK LIST

In order to **schedule your first appointment** please provide the following:

- 1) Entire patient packets must be completely filled out, signed and dated. If there are any sections that do not pertain to you, please mark "n/a". Not having all sections of your packets completely filled out will delay your appointment.
- 2) A legible front and back copy of your insurance card(s) and photo id. All photo copies must be clear and easy to read.
- 3) Include your \$50 refundable deposit. This deposit secures your appointment and will be refunded to you at check in of your first new patient appointment.

What you need to **bring to your FIRST appointment:**

- 1) We are required to have copies of your medical records and/or any images on file before you can be seen. Please make sure you call us the day before your appointment to make sure we have your records. If we do not have your records, please go to your referring physician and ask them for a copy to bring to your first visit. You will not be seen by your provider if we do not have any medical records on file.
- 2) Make sure you bring all your medication bottles with you to your first appointment; even if they are empty. You will not be seen by your provider if you do not have your medication bottles.
- 3) Please make sure that you bring your co-pay. It is our policy that no patient will be taken back to see the provider if their co-pay is not paid.
- 4) Because you are a new patient, you will be required to do a random urinalysis (UA). Please make sure you arrive with a full bladder.

What you will need to be **bring to ALL appointments:**

- 1) Any co-pay, deductibles, self-pay amounts are due at check in. If you do not have the money due, you will be required to reschedule.
- 2) Part of your pain contract mandates that you bring all prescriptions prescribed by the providers at PCOTR to your appointment. If you come to your appointment without your prescription(s) you will be required to reschedule your appointment.
- 3) We require random UA's. Please make sure you come to all appointments prepared to participate in a UA.