

Buckhead Rheumatology

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Dear New Patient,

Thank you for trusting the providers at Buckhead Rheumatology to care for your Rheumatological needs. For your initial visit, patients typically see both Dr Singh and a Physician Assistant (PA). For subsequent visits, we utilize a singular schedule, which means, throughout the course of your care you will be seen by any one of the three providers at our practice.

We recommend filling out the new patient paperwork in advance of your appointment. If you are unable to do so, please arrive 20 minutes earlier for your appointment to complete the forms. To assess your medical needs, please answer all questions pertinent to you. Please make sure you bring the following with you to your appointment:

1. List (or actual bottles) of ALL medications, including dosing instructions and pharmacy name and phone number.
2. Name of your referring physician and PCP, if your insurance policy requires a referral, please bring the referral with you.
3. Your insurance card, photo ID and be prepared to pay applicable deductible, coinsurance or copay on your visit.
4. Please bring any pertinent medical records, these include but are not limited to lab tests, imaging (i.e. reports of -rays, MRI's, CT scans, bone density scans) which may be related to your condition. It is best if you ask your referring physician to forward this information before your visit.
5. The parking deck for our building is a credit card only.

Buckhead Rheumatology uses the secure patient portal My Chart through Piedmont Hospital. Once your account is established, you can cancel appointments, request medication refills, view lab results, send and receive secure messages with our staff.

Kindly notify us 24 hours in advance if you are unable to keep your appointment. This allows us to provide care to other patients in need of an appointment. We reserve the right to charge a fee of \$60 for all missed appointments. This fee is not covered by insurance and must be paid prior to your next appointment.

We look forward to meeting you.

Sincerely,

The Staff at Buckhead Rheumatology