

THE
GEORGIA INSTITUTE
FOR PLASTIC SURGERY

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Dear Patient,

With the coming of the New Year, the physicians and staff here at The Georgia Institute For Plastic Surgery want to wish you a Happy and Enjoyable New Year. We also wanted to remind you of some of our policies and procedures to make your visit with as stress free and enjoyable as possible.

As of January 1, 2016, our patient forms have been completely revised to meet new regulations for HIPAA, Meaningful Use, Office Policies and Obama Care. Due to these updates we ask that you arrive for your appointment at least 15 minutes prior to your scheduled time to ensure we have enough time to process your paperwork. If you are a new patient or have not been seen in our practice during the 2015 year you may access the forms on our website and print it at home. Please make sure every section is completed in its entirety.

Due the changing healthcare laws we require that you bring your most current 2016 insurance card and valid photo ID to every appointment. If your insurance requires a co-pay for a specialist office visit, you will be required to pay the day of your appointment. If you are unable to provide your insurance card, ID or payment on your account we ask that you call us ahead of time to discuss your specific situation. This will ensure that everything goes smoothly for your appointment.

If you are visiting our offices specifically for cosmetic purposes, you will be asked to fill out the same information as those that visit for other non-cosmetic reasons. We do this, not only to abide by the governmental rules and regulations, but also to ensure that we can handle any type of concern you may have in the most appropriate way.

We apologize for any inconvenience, but appreciate your cooperation and understanding. If you have any questions, please feel free to call our office prior to you appointment.

Sincerely,

The Physicians and Staff of
The Georgia Institute For Plastic Surgery