

Gastroenterology Consultants Southwest, LLP

TO OUR NEW PATIENT:

Thank you very much for having chosen our doctors here at Gastroenterology Consultants Southwest. In order to serve our patients in a timely manner, we are sending you these forms to fill out before your appointment day. We also need for you to bring the following to your appointment.

Any and all reports that your primary doctor may have on you, such as:

- X-rays and ultrasound reports from within the last six (6) months.
- Laboratory reports from within the last six (6) months.
- List of medications with the dosage and amount taken per day.

It is very important for the doctors to have this information on the first consultation.

On your first visit, please arrive 15 minutes prior to your appointment time. It is very important that you have the forms filled out before your appointment.

Thank you for your cooperation in assisting us so that we may serve our patients in the best possible manner.

ADDRESS: **Gastroenterology Consultants Southwest, LLP**
1111 Highway 6, Suite 105
Sugar Land, Texas 77478
Telephone: 281-491-9779
Fax: 281-491-3551

Our professional building is located at the intersection of Highway 6 and Brooks, across from the Sugar Land Police Department.

APPOINTMENTS: Our regular office hours are 8:30am to 5:00pm, Monday through Friday. If you are a new patient, please bring with you a photo identification, your current insurance card(s), referral from primary care physician (if required), any recent blood test results, radiology reports, medication list, and medical records.

EMERGENCIES: Our office has 24 hour coverage. The telephone number is 281-491-9779.

PRESCRIPTION REFILLS: Please call your pharmacy and they will contact us for your refills. Please allow us 48 hours to refill your prescription.

INSURANCE: We will verify your insurance prior to your appointment. We will collect the required co-pay at the time of your visit. Deductibles that have not been met will be collected at the time of service or *prior* to scheduled procedures. We will file on your insurance after the service has been performed.

Any authorization or referral form that is required by your plan needs to reach our office before or at the time of your appointment. It is not our responsibility to obtain your referral. **We cannot see you without this information.**

MEDICARE: We are Medicare participating providers. We agree to accept Medicare's approved amount as the total charge, however, since Medicare pays only 80% of the approved total charge, 20% will be collected at the time of service, plus any deductible not met.

We reserve the right to charge for appointments cancelled or broken without 24 hours advance notice.

Thank you,

Robert E. Davis, M.D.

J. Guillermo Trabanino, M.D.

Keith H. Fiman, M. D.