



WELCOME TO OUR OFFICE:

We are pleased that you have chosen Richmond Vascular Center to be your care provider. Included in this package is information regarding necessary documents that need to be completed prior to your visit, patient reminders and directions on how to get to our center. Should you have any questions related to your visit prior to your arrival, please feel free to contact our office at 804-864-8346. Our staff will be more than willing to direct your call to the proper staff member to take care of your questions and/or concerns. Should you need to reschedule your appointment, we ask that you call our office as soon as possible so that we may contact your referring physician and make arrangements to get you scheduled for another day.

Patient Forms

In order to provide more efficient service during your first visit, we ask that you **complete and bring with you the following (4) four patient forms:**

1. **Registration Form** which will provide us with your contact information, basic insurance information, and emergency point of contact.
2. **Medical Services Contract** which explains payment expectations and obligations. It also outlines additional practice related fees.
3. **Disclosures to Family Members and Friends** gives us permission to disclose your healthcare information only to those listed on this form.
4. **Notice of Privacy Practices Written Acknowledgement** provides information about how we can use and disclose medical information about you.

Patient Reminders

- ✓ We ask that you please **arrive 10-15 minutes** prior to your scheduled appointment time. Additional forms may require your signature upon arrival.
- ✓ We ask that you **bring your current health insurance card(s)** in order to ensure accurate and appropriate billing of your health care services.
- ✓ We also ask that you **bring any medications** you are currently taking.
- ✓ If you have an Advanced Directive, please bring a copy to your appointment.
- ✓ **Be prepared to pay your co-pay at the time of your visit prior to your appointment.**

Patient Directions

For your convenience, directions to our center are included in this packet. Please feel free to contact us should you need additional directions or have trouble locating us.

Again, we look forward to your visit at Richmond Vascular Center.

Sincerely,

Jennifer King
Administrator