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To better prepare you for your upcoming office visit here at Lakeland Family Medicine, we have some general information to try to make your visit go smoothly.

THINGS TO DO TO MAKE YOUR FIRST APPOINTMENT GO SMOOTHLY:

- ❖ **NEW PATIENTS** — Print the “Registration Forms” and “History Forms” on our website. Complete all forms prior to your visit date. If you are unable to print them from home, stop by our office during business hours to pick them up prior to your visit date. **ARRIVE EARLY – 20 – 30 minutes prior to your appointment time.**
- ❖ **INSURANCE CARD** — in order for us to bill your insurance for your charges incurred, we need your most current, up-to-date insurance card at each visit. If you receive a new insurance card at any time, please notify our office at your next scheduled appointment or make a copy of the front and back of the card and mail it to us.
- ❖ **COPAYMENT**— if your insurance requires payment of a “co-pay”, this co-payment is due and payable with each office visit, except in some instances: lab work or procedures. Your insurance plan varies from individual to individual and the plan is the final word. It is your choice whether you get your labs done at our office or go to an outside lab such as the hospital.
- ❖ **CASH PAY OR SELF PAY**— Because every patient is unique with his/her own set of medical issues, we can only estimate the cost of your office visit. This estimate is based on the number of medical issues you have and the amount of time the physician spends with you in addressing those issues. Payment is expected in full on the day of your appointment or procedure.
We accept CASH, CHECK, MONEY ORDER or CREDIT/DEBIT CARDS
- ❖ **MEDICATION LIST** — Please bring a list (or the actual bottles) of all the medications you are taking, including over-the-counter medications and herbs. We need a complete list including the name, strength (i.e. 25 mg), how often you take the medication and who prescribed the medicine. Simply the color of the pill does not work.
- ❖ **MOST INSURANCES ARE ACCEPTED** — Please call our office and check with our receptionist or call your insurance provider to determine if we are a “preferred provider” and not an “out of network” provider for your insurance.