



HUMPHREY SHOULDER CLINIC

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C. SCOTT HUMPHREY, MD
Orthopaedic Surgeon

Date _____

Dear _____,

Welcome to the Humphrey Shoulder Clinic! Your appointment has been scheduled with Dr. C. Scott Humphrey, MD,
on: _____ at _____ AM/PM.

Please bring any pertinent chart notes and/or test results. If you have had any previous CT or MRI scan(s) done, it is very important that we have your films. We recommend you hand carry them to your appointment to insure their arrival.

Please complete the enclosed forms and bring them along with your driver's license and insurance card to your visit. If your insurance requires a co-pay, we will collect this during check-in. If you do not have insurance, payment in full is required at the time of your appointment, unless prior arrangements have been made with our office manager.

It is advisable that you arrive at least 30 minutes prior to your first appointment time to register as a new patient. If you have completed your paperwork, you need only arrive 15 minutes prior to your scheduled appointment time.

The appointment time has been reserved especially for you. We are a very busy clinic and require a 24 hour advanced notice for any cancellations. If the Humphrey Shoulder Clinic has not been notified of your cancellation, you will be charged a \$50.00 no-show fee. If you are more than 10 minutes late, please note you may be rescheduled.

Humphrey Shoulder Clinic will bill your insurance company as a courtesy to you. Every insurance company has its own policy for determining how much they will pay on each claim. It is your responsibility to know your insurance policy and be familiar with your coverage. Please contact your insurance company if you have any questions regarding coverage, preauthorization requirements or payments of your claims. Any preauthorization we obtain from your insurance is for billing purposes and is not a guarantee of your benefits. Our office will try to assist you with any questions you may have, but it is your responsibility to know your insurance coverage and policy.

We look forward to meeting you!

Sincerely,

C. Scott Humphrey, M.D.

And The Humphrey Shoulder Clinic Staff

Personal Injury, Auto Accident and Third Party Payer: We require patient's payment at time of service. We do not bill liability insurance carriers or your attorney for charges incurred due to personal injury cases.