

Appointment Preparation and Rules

We want to make your visit pleasant and efficient. Please help us by adhering to the following requests:

1) If you have had any problem related imaging studies (Xrays, MRIs, CTs) completed at a facility other than Collom & Carney, CHRISTUS St Michael, or Wadley, please **BRING A COPY OF PERTINENT IMAGING STUDIES** to your scheduled appointment. The physician will need actual images on film or CD. If you have had any prior treatment for the problem by another physician outside of Collom & Carney, please **BRING THE PHYSICIAN RECORDS** to your appointment.

2) Please plan to **ARRIVE 30 MINUTES PRIOR** to your appointment to allow time to complete any necessary forms and obtain XRays if needed. Please **CHECK-IN AT THE REGISTRATION DESK** on the First floor near the entrance of the Main Clinic before proceeding to the Orthopedics department on the Second Floor.

3) Please **BRING A FORM OF IDENTIFICATION** and your **INSURANCE CARD** if you have health insurance. Patients under the age of 18 must be accompanied by a parent/guardian.

4) Please **WEAR APPROPRIATE CLOTHING** to enable easy exposure and examination of the problem area of the arm or leg.

5) If you are a new patient to the clinic, please bring your current medications or a **LIST OF YOUR CURRENT MEDICATIONS** to your appointment.

6) If your insurance provider (Humana, Tricare, Medicaid, Workers Compensation, etc) requires a referral from a primary care physician or authorizing individual, it is your responsibility to obtain that referral prior to your appointment. Please **BRING THE APPROPRIATE REFERRAL AUTHORIZATION IF REQUIRED BY YOUR INSURER**. In some cases, our staff may assist you in obtaining that referral authorization.

7) We can only address **ONE OR TWO PROBLEMS PER VISIT**. We want to address all of your problems, but additional appointments may be needed to fully address multiple problems. We respect all of our patients time, and don't want to delay others for a lengthy problem list.

8) No cell phones are permitted in the exam rooms. Please **SILENCE YOUR CELL PHONE** while in the exam rooms.

9) Please download, fill out, and **BRING THE COMPLETED ORTHOPEDIC MEDICAL HISTORY FORM** to your appointment.

10) **Please CALL AT LEAST 24 HOURS IN ADVANCE IF YOU NEED TO CANCEL OR RESCHEDULE YOUR APPOINTMENT**. Failure to do so may result in a charge.