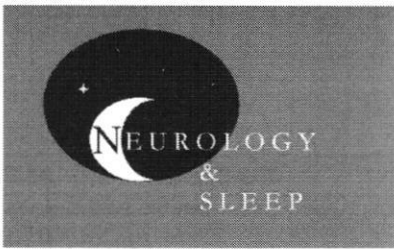


403 Gilead Road, Suite B  
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## **NEW PATIENT CHECK LIST**

- **Please arrive 20-30 minutes before your scheduled appointment time.** We will need to enter your information into our computer system and prepare your chart so the physician will be able to see you at your scheduled appointment time. We make every effort to try and stay on schedule. Unfortunately delays may occur, but being on time for your appointment will help us in achieving this goal.
- **Please bring ALL of your insurance cards.** If we are unable to verify your insurance, you will be responsible for the full cost of the visit at the time of the appointment. This can be reimbursed at a later date when proof of coverage is verified.
- **Please bring a list of all medications you are currently taking.** This includes prescriptions, birth control pills, vitamins, and over-the-counter medications. Please include doses and frequency. Should the physician need to prescribe a medication it will be important for him to verify any potential drug interactions.
- **Please arrive with your "New Patient" paperwork filled out.** Otherwise, you may be delayed beyond your scheduled appointment time.
- **Please bring pertinent records.** If another physician has referred you to our practice and they have performed bloodwork or other tests, please bring copies of the results with you. If you have had recent imaging (X-rays, CT, or MRI scans), please obtain a CD copy of these images. These can be obtained through the facility where your imaging was previously performed.
- **Patients with a "Medical Power of Attorney".** Please provide proper paperwork at the time of the appointment.
- **A parent or guardian for all appointments must accompany patients under 18 years of age.**
- **Patients with memory disorders.** These patients should be accompanied with a family member or friend to help provide a thorough medical history.
- **Payment is expected at the time of each office visit.** This includes co-pays, and patient responsibility payments.
- **Directions to our office are available on our website.** Please allow extra time for traffic delays and construction. If you are delayed beyond your appointment time, we may have to reschedule your appointment.
- **"No cell phone use" policy.** Please silence cell phones in the waiting room and during your appointment with the physician.
- **For pediatric evaluations, please only bring the patient being seen.** If you have multiple children, we ask that you please make arrangements for your other children. The physician wants to focus solely on the patient being evaluated in order to conduct a full-comprehensive examination and provide the best treatment plan for your child.



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## Prescription Refill Policy

North Carolina Neurology & Sleep receives a large volume of calls daily for medication refill requests. In order for us to provide the highest quality care in the most efficient manner possible, we are implementing a new prescription refill policy.

- 1. Before your appointment, please review your medications to ensure that no prescription refills are needed. It is the patient's responsibility to schedule an appointment before the last refill date. It is always encouraged to schedule your next follow-up appointment at "check-out" before leaving the office.**
- 2. Some medication requests; specifically, controlled substances, will require patients to pick up the prescription during business hours. A valid photo ID must be presented each time of pick-up to obtain the prescription. All controlled substances prescribed on a regular basis require a 3-month (minimum) follow-up appointment.**
- 3. If any medication refills are needed between office visits, please understand that there is a 48-hour "business day" turnaround time for any prescription refill called in, faxed, or electronically submitted. Medication refill requests received after 12:00 pm (noon) on Friday, will not be processed until the following business work-day and will take up to 48 hours to process.**

*Thank you,*

NC Neurology & Sleep