



WASHINGTON HEALTH SYSTEM

Family Medicine - North Main

IMPORTANT INFORMATION FOR NEW PATIENTS

PRIOR TO YOUR 1st APPOINTMENT:

- Print and complete all New Patient documents from website
- Fill out Record Release (on website) and send to your previous doctor so that we may obtain your records
- If your insurance card lists a PCP, call your insurance company BEFORE your appointment and have our office (WHS Family Medicine – North Main) listed on your card
**If this is not done prior to your appointment, you will be asked to call your insurance company upon check-in or you may be rescheduled
- If the New Patient is a minor, have immunization record sent to our office or your appointment will be rescheduled
- Review office Cancellation and No Show policies listed on website

ON THE DAY OF YOUR FIRST APPOINTMENT:

- Please arrive 15 minutes prior to your appointment time
- Bring ID, insurance cards and medication list
- Bring completed New Patient documents to your appointment

****Our office requires a 48 hour notice if you need to cancel your appointment**

****If you no show for your first appointment you will not be rescheduled**

MEDICATION REFILL POLICY:

- Please provide 2 business day notification for ALL medication refill requests
- Medications will not be filled on weekends or after business hours
- Call your pharmacy first to confirm that your prescription was received and filled before calling our office

We look forward to seeing you at Family Medicine – North Main