

WELCOME

Thank you for choosing the Foot and Hand Center at Georgetown University Hospital, where each patient is unique and his/her treatment conforms to his/her personal values. The Center's surgeons are Washington Metropolitan area's premier experts, providing FIRST CLASS service.

Please read the following carefully and sign when complete.

● **Appointments:** Because The Foot and Hand Center has such a large volume of patients, we kindly ask that patients arrive on time for their scheduled appointment. This will help keep patients' wait to a minimum. Please notify staff of any changes in information, including insurance changes, at check-in. Patients that arrive later than 30 minutes of their appointment will be asked to reschedule.

● **Referrals:** Some insurance companies require patients to have referrals, or pre-authorization, to see specialists. **It is the patients' responsibility to know if they need a referral and whether the specialist is in their insurance network. Please be sure to have a hard copy of any referrals needed, when arriving to scheduled appointments.**

● **Billing:** You will be receiving services at a hospital-based outpatient clinic. You will receive separate bills for physician and facility services. In addition, radiology and Nascott services are billed separately.

● **Medical Records:** Medical Release is required and upon receipt, we will fax or mail any document containing up to 3-4 pages. Faxing or copying of records greater than 4 pages will be processed through HealthPort Technologies, a GUH Vendor. There will be a fee when medical records are processed through HealthPort.

● **Documentation: Disability Forms,** there is a \$15.00-\$45.00 charge, depending on the number of pages, for completion of this paperwork. Once we receive payment, you can expect a 10-15 business day turn-around time. These forms will not be completed during your office visit or as a walk-in service. The Food and Hand Center providers do not complete **Disability Ratings and Department of Transportation Physicals**, nor will they determine permanent or long-term disability. These requests should be addressed with your primary care physician. **Handicapped Parking Applications,** we will complete the paperwork for a temporary time period only. If you require permanent handicapped parking, please contact your primary care provider. There is a \$15.00-30.00 charge, depending on the number of pages, for completion of this paperwork. Once we receive payment, you can expect a 10-15 business day turn-around time. These forms will not be completed during an office visit or as a walk-in service. **Return to Work Note,** there is no charge; we will use our standard return to work form. Please request

your note during the clinic appointment. If your employer requires a specific form to be used, there will be a charge of \$15.00. **Letters of Medical Necessity**, there is no charge. These forms will not be completed during an office visit or as a walk-in service.

●**PLEASE NOTE:** Please ask for prescription refills, new prescriptions, return to work notes, request for durable medical equipment, and/or any other request that must be authorized by the physician, **BEFORE** your physician leaves the room.

Patient Signature

Date

Paul S. Cooper, MD
Medical Director, Food and Ankle Center

Scott G. Edwards, MD
Medical Director, Hand and Elbow Specialists

Francis X. McGuigan, MD
Foot and Ankle Center