

**NORTH ATLANTA ENDOCRINOLOGY AND DIABETES, P.C.**  
**771 OLD NORCROSS ROAD, SUITE 200**  
**LAWRENCEVILLE, GA 30046**  
**770-339-1387 OFFICE**  
**770-962-7868 FAX**

Dear \_\_\_\_\_,

We want to welcome you to our practice and thank you for giving us the opportunity to assist in your healthcare needs. We want your first visit to be as efficient as possible. Therefore, we want to give you some information including a list of steps to take before and on the day of your visit.

**FORMS:** Please fill out and sign the enclosed patient information, personal medical history and policy forms. We prefer you return them to us before the day of your visit so we may preload your information into your chart. You may fax or mail them to us. If you choose to bring them on the day of your appointment, please arrive at least 30 minutes early so we can prepare your chart.

**IDENTIFICATION:** In order to ensure and protect your identity, we require that you bring a photo i.d. with you. Your driver's license is always best.

**MEDICAL RECORDS:** Most of our patients are referred by another physician. We ask that you bring your medical records from that physician on the day of your visit or have them faxed to our office. If you have self-referred to us, please bring medical records that show us any previous care. We cannot stress the importance of this step. Office notes, lab results and pertinent radiology reports are the most helpful. We only need them for the past year. Failure to have these records could severely delay your visit.

**INSURANCE:** Please bring your insurance card(s) with you so we may scan them. Patients who have an HMO that requires a referral to see a specialist need to bring that referral with them as well.

**MEDICAL INFORMATION:** Please bring a complete list of all current medications including the dosage. Diabetic patients should bring blood sugar readings for the two weeks prior to your appointment or bring your glucose meter.

Please feel free to call with any questions you may have. We look forward to meeting you.

The Staff of North Atlanta Endocrinology and Diabetes, P.C.