

Family Medicine Associates of Midland, P.C.

555 West Wackerly Street, Suite 1600

Midland, Michigan 48640

(989) 631-9515

FAX (989) 839-8817

Dear Patient:

Enclosed please find two forms that will need to be completed **prior to coming in for your appointment:**

- 1) The patient registration forms allow us to verify your computer information file
- 2) The health history questionnaire allows us to update your medical file

If these forms are not completed, the resulting delay could be 15-20 minutes in your appointment time, causing you and your health care provider unnecessary delay. Both forms **MUST be completed before your appointment time.**

Payment is expected at the time of service. We accept VISA, MasterCard, American Express and Discover, checks and/or cash for your convenience. Please do not ask us to bill you, or wait for insurance reimbursement from those plans in which we do not participate. Copays, deductibles and non-covered services are due at the time of service for insurance plans in which we do participate.

Beginning September 1, 2007, there will be a \$25.00 charge to patients who do not show up for their scheduled appointment or do not cancel within 24 hours prior. Your insurance will NOT cover this charge. It will be billed directly to you and payment is expected prior to your next scheduled appointment. If you miss more than 3 (three) appointments, you and your family may risk being terminated from the practice.

Remember, if you do not come to your appointment, there is another patient who is unable to see his/her doctor because of your failure to keep your appointment. Please be courteous.

MEDICARE PATIENTS: Medicare does not pay for routine annual exams. They do pay only for the Pap/breast portion of the exam once every two years. You will be responsible for the non-covered portion of your annual exam.

If you have questions, please feel free to call between the hours of 7 a.m. and 2:30 p.m. (This office is closed all major holidays).

James H. Frye, M.D.

Craig R. Sonke, M.D.

Timothy J. Kosinski, M.D.

Jerry L. Ferrell, M.D.

Jakub Malarz, M.D.

James R. Inman, M.D.

Jennifer C. Grossman, D.O.

Hugo Juarbe, M.D.