



Dear Patient:

You have an appointment scheduled with SIMEDHealth Pulmonology.

You should read through this package and complete all indicated areas. Some paperwork is related to your health history, some is used for billing purposes and some is related to our ability to obtain and share information and records regarding previous medical treatment and diagnostic tests. You must bring this paperwork with you to your first appointment.

Please arrive at least FIFTEEN (15) minutes before your appointment. We need to collect the enclosed paperwork and scan copies of your insurance cards, check your vitals, etc... We will call to remind you of your appointment approximately TWO BUSINESS DAYS before your appointment. If you get a message from us reminding you of your appointment, please call back at (352) 375-0302 to verify you are coming to your appointment. Unconfirmed appointments and late arrivals may be canceled. Please do not bring children to your appointment.

When you come to the appointment, you will also need to bring:

- List of all medications currently being taken (or just bring the bottles)
- Your current insurance card(s) and a picture ID
- Payment for co-pays, co-insurance, and/or deductible for services rendered
- Other (Only those checked off apply to you):
 - CD of recent _____
 - Copy of report of/for _____
 - Get _____ at Invision / NFRMC / Doctors Imaging Group / _____

Payment for Services and Insurance Billing: Co-Pays, deductibles and co-insurance are due AT TIME OF SERVICE. Payment plans can be arranged by calling out office and asking to speak with the billing coordinator prior to your appointment at (352) 375-0302. We are providers for most insurance, but it is your responsibility to verify that we are within your plan's network for best benefits. We will bill most insurances (even if we are not on your plan), but you are ultimately responsible for any charges not covered (paid) by your insurance. If your visit requires a pre-authorization, please bring that authorization number with you. Payment of co-pays and co-insurance are due at the time of service. Please do not ask us to bill you for the amounts that are due at the time of service.

Our Patient Lobby: Our Physicians, Advanced Care Practitioners, and Respiratory Therapists each see patients on separate schedules. Our patient lobby does get full and sometimes a patient who arrives after you may go back before you. You must always sign in at the receptionist desk when you arrive so that the staff knows you are here. However, if you feel that your wait is too long, please speak to one of our receptionists immediately.

Speaking With Your Physician: Please call the office at (352) 375-0302. Physicians try to call patients back within one business day. If you feel you are having an emergency, go to the nearest emergency room rather than calling our office. Our physicians are on call 24/7 at (352) 375-0302. Non-emergent requests should be

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made Mon-Fri between 8am and 5pm. Refills are handled only for medications our doctors prescribe during office visits. If you need a refill before a visit, please try to call the office at least 2 business days before you need the refill.

Our goal is to provide you with excellent care and support and we are honored to be part of your health care team. If we may be of service in any way, please let us know.

As a reminder, please arrive at least FIFTEEN MINUTES BEFORE YOUR APPOINTMENT TIME to allow time for check-in and paperwork prior to seeing the provider.

Your appointment time is the time we want to put you in the clinic to see the physician. Some paperwork must be completed at every visit and we will also take your vitals and review your medications at every visit BEFORE the physician visit – if you do not get here before your visit time, your visit will run late and so will the visits of those patients scheduled after you.

Thank you!
Doctors and Staff of SIMEDHealth Pulmonology

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