



Dear New Patient;

Thank you for choosing Riverside Spine and Pain Physicians. Our physicians have personally reviewed your referral, and believe you may be an appropriate candidate for anesthesiology-based interventional spine and pain treatments. Your new patient evaluation with Dr. \_\_\_\_\_ is scheduled on:

Date: \_\_\_\_\_ at Time: \_\_\_\_\_

We ask that you **arrive 15-30 minutes early** to allow us to review your paperwork and prepare your chart for the doctor. We have allotted a substantial portion of our schedule to complete your history and examination, and provide you with an adequate consultation. **Patients who do not show for their appointments will be charged a \$50 administrative loss fee, and must pay this prior to being rescheduled.** Call the office at 904-389-1010 at least 24 hours in advance if you need to reschedule.

Please complete this patient information packet to the best of your ability. We have provided a checklist to ensure that you have all the information required for your first visit, but we may have some items already. **If our physician doesn't have sufficient information to perform an adequate pain consultation, we may be forced to reschedule your visit. Our staff will help you collect this information.** Please help us by providing the following:

1. \_\_\_\_\_ New patient packet, including:
  - a. Patient information sheet, completed
  - b. Four-page Pain and Medical History form completed
  - c. Read and provide signature on Practice Administrative Policies
  - d. Read and provide signature on Financial Policy
  - e. Read, complete and sign the Pain Management Agreement
  - f. Auto injury patients only: Sign the PIP Insurance Disclosure Form
  - g. Read and sign the Universal Acknowledgement of Notices
2. \_\_\_\_\_ Relevant Medical records from referring and/or primary physician
3. \_\_\_\_\_ Relevant Medical records from other physicians, hospitals or **previous pain physicians.**
4. \_\_\_\_\_ Relevant X-ray reports, MRIs, CT Scans and disk/films if available, EMG Nerve conduction studies and other pain studies.
5. \_\_\_\_\_ Insurance card / copayment
6. \_\_\_\_\_ Driver's license or other Photo identification
7. \_\_\_\_\_ Please bring **Current bottles** of all **medications** you're currently taking, or a printed report from your pharmacy so that we can verify your most recent prescriptions.

**Please do not forget your paperwork, films, reports and pill bottles for your first appointment.** Copies of new patient packet forms are available on the internet with further information about the practice, physicians and common pain problems.

Visit us at [www.riversidespine.com](http://www.riversidespine.com) . An appointment card is enclosed.

We look forward to meeting you and serving your pain care needs. If we can help you with the new patient intake process, please call us at 904-389-1010 and ask for our 'new patient coordinator'. You can also e-mail questions to [newpatients@riversidespine.com](mailto:newpatients@riversidespine.com) .