

**Welcome**

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**Patient Instructions**

***Welcome to Georgia Breast Care!***

*Thank you for giving us the opportunity to take care of your health care needs*.

In order to provide the best service to you at the time of your visit, please go to our patient portal and complete the necessary information ***or*** you may also visit our website at: [**www.georgiabreastcare.com**](http://www.georgiabreastcare.com)to print out the forms to complete, **or** you may complete the forms at our office. *For a* ***new patient appointment****, please arrive* ***30 minutes before*** *your scheduled appointment. If you are an* ***established patient****, please arrive* ***15 minutes before*** *your scheduled appointment to update necessary paperwork. You may go to our website and print the established patient paperwork to complete and bring it to your appointment.*

In addition, please bring the following:

* ***Current insurance cards*** so the office can make a copy
* ***Photo ID*** such as driver’s license or other government issued identification
* ***Current list of medications & dosages*** including over-the-counter, herbal, and supplement medications. This current list will be needed for ***every*** visit to our office.
* A ***referral*** form from your primary physician including their fax/phone number, ***if required*** by your insurance carrier. **If you are not sure if you need a referral, please contact your insurance carrier *prior* to your visit.**
* If you are coming to our practice for a ***second opinion***, we will need films, surgical reports, pathology reports, and genetic testing if performed.
* Payment for your visit is expected at the time of the visit including co-pays. Claims will be submitted by our staff. For self-pay patients or patients with non-participating insurances, full payment is due at the time of the visit. We accept cash, checks, and debit/credit cards including Visa, MasterCard, Discover, and American Express. Additional information is provided in our “Financial Policy and Authorization” document.
* For office procedures requiring lab/pathology services, you will receive a ***separate statement*** from other facilities.
* We ask that you ***call our office 24 hours in advance*** if you need to ***cancel or reschedule*** your appointment. Failure to do so will result in a ***$25 charge*** to you that is non-refundable.
* If you arrive late or are delayed by referral issues, you may miss your appointment time and be required to reschedule.
* Please bring a sweater/coat. Our office is kept cool to protect and ensure the proper function of medical equipment.

 *Thank you*,

**Rhonda Wachsmuth, MD**

**Laura Ray, MD**

*Christi Howard, NP-C*

 *Heather Roberts, NP-C*

 *Kimberly Pinto, PA-C*

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