



Dear New Patient:

Welcome to Corvallis Pain Management and thank you for choosing our practice for your pain management needs. Please help us by completing the new patient forms and bring them to your first visit. Please arrive 30 minutes prior to your scheduled appointment.

**You will need to bring the following items to assist with your appointment:**

- A valid current photo ID
- Insurance card(s)
- New Patient forms
- Any medical records from your referring physician
- A list of all your medication that you are currently taking
- Co-payment if applicable

**To prepare for your visit:**

- Face masks must be worn during your visit and should completely cover your nose and mouth. Face shields are not allowed unless worn with a mask.
- Prepare for COVID-19 screening
- Visitors of patients are permitted to enter the office only if medically necessary to assist with care

**Check-in:** Please check in at the window upon your arrival. It is important we have your current information, this includes address, telephone numbers, name changes, referring physician, insurance, new insurance cards, and email. You will be asked for this information at every check-in.

**Telephone Calls:** Calls are answered by our staff during office hours. If we are unable to take your call, you will be transferred to voicemail. Please leave a detailed message, including your full name, date of birth, the nature of your call, and a number where you can be reached.

**Payment Policy:** Patients are responsible for the services they receive. Our billing department will submit claims to all insurance companies if we are provided with valid insurance information. Patients who do not provide us with adequate billing information are responsible for the full payment of their bills.

**Appointment Policy:** If you are unable to keep this appointment, please contact our office at least 24-hour in advance at 541-286-4742. We reserve the right to charge a no-show fee of \$30. All co-payments and past due balances will be collected at the time of each visit. For your convenience, we accept cash, checks, and credit/debit cards. Two (2) no-show appointments will result in dismissal from the practice. A missed appointment for a new patient, the appointment will not be rescheduled.

**COVID-19 Policy:** If you have new symptoms of coughing, shortness of breath, fever, chills, muscle pain, headaches, sore throat, loss of taste/smell, or contact with anyone with a suspected or confirmed case of COVID-19 please call to reschedule your appointment and go to the nearest COVID-19 testing facility.

Trained service animals covered by the ADA are welcomed.

Thank you for choosing Corvallis Pain Management, and please don't hesitate to call our office with any questions.

Sincerely,

Corvallis Pain Management

**Your appointment is located at:**

Corvallis Pain Management  
800 NE Circle Blvd  
Corvallis, OR 97330  
P. 541-286-4742 F. 541-201-8366