



BOULDER MEDICAL CENTER, P.C.

What should I do before seeing my Doctor for the first time?

- If you have medical insurance, know your policy. Do you need to get a referral from a primary care physician before the visit? Are the Boulder Medical Center physicians covered under your plan? Do you have a current insurance card or will you need to contact your employer's Human Resource Department?
- Please come at least 15 minutes before the scheduled appointment time to allow time for parking and to register.
- Stop at the front desk and let reception know you are a new patient.
- **You will be asked to complete a patient registration form that asks for basic information:**
 - ✓ Name
 - ✓ Date of Birth
 - ✓ Address
 - ✓ Phone Numbers
 - ✓ Employer Information
 - ✓ The name, address and phone number of your nearest relative or any other emergency contact
 - ✓ **All new patients must provide a current photo ID**
- **Insurance billing information including:**
 - ✓ Contracted insurance carrier's name, address, phone number
 - ✓ Certificate Number
 - ✓ Group Number
 - ✓ Co-payment amounts that are due
 - ✓ Always have a copy of your current insurance card
- You will be asked to read the credit policy on the back of the registration form and to sign the form.
- The registration personnel will ask for your insurance card so a copy may be made.
- If your insurance plan requires copay, you will be asked to pay at this time and given a receipt.
- Once your registration information is entered into our computer system, your medical chart will be assembled.
- You will be given directions to the proper physician's area, and sent on your way to meet your new doctor.
- If you are not covered by a contracted insurance, you will be considered "Private Pay" and be responsible for payment after your visit with the physician. Please be prepared to pay at least \$75.00 of the bill that day. (Click payment plans to read about possible arrangements should your charges total more than \$75.00.)