

NEW PATIENT PACKET

Welcome to the office of Dr. Eiras. We have enclosed various items in this packet that should help us and you make your office visit as productive and as pleasant as possible.

All fees must be paid in full at the time of each visit. The customary charge of the initial Tick-Borne Disease Evaluation is \$350. Any additional tests, procedures and supplement will be extra. We do not “run a tab” or offer billing services. If you have any questions please ask the office staff prior to your visit.), so please do not ask us to bill you. Be prepared to pay by cash, check (no starter checks will be accepted!) or credit card (VISA, MasterCard, Discover).

As you know we collected a \$200 deposit to hold your appointment spot. We ask for at least a week’s notice of cancellation or rescheduling for a later appointment. We will refund your deposit minus a \$10 charge. Any cancellation or rescheduling less than a week from your appointment we will keep the whole deposit.

For follow up appointments we ask you to give us at least a 24-hour notice of cancellation. If you cancel or reschedule sooner than 24 hours we will charge you a \$100 appointment cancellation fee. If you do not show up for your appointment and you have not cancelled your appointment you will also be charged.

Prior to the visit, we find it to be very helpful if you begin to gather as much information as possible regarding your illness and past medical history. Please put together a chronological timeline beginning from the time you first fell ill, to present. List in order the onset of symptoms, tests done, and in order, treatments received, including name of medication, dose, and dates or duration of therapy, plus any comments on how these treatments affected you. Please also provide us with the **names and phone numbers** of all physicians who have treated you in the past and who are currently treating you.

It is our strict policy that all patients who are not local to our office have a local primary care physician who sees you regularly and who is willing to work with us on your behalf. *All new patients will be seen on a trial basis. If we find you to be noncompliant with office policies or the outlined plan of care without a good cause, then you will be permanently dismissed.*