

PATRICIA KORBER, M.D.

351 HOSPITAL ROAD, SUITE 611

NEWPORT BEACH, CA 92663

Phone (949) 423-7384

Fax (949) 423-7388

Welcome to our office! Enclosed you will find our new patient paperwork. Please complete and sign all of these forms prior to your appointment. If you have any questions regarding any of the information requested, we ask that you call our office prior to your visit date. We do require that all the enclosed forms be signed and completed. We realize this is a lot of paperwork and would like to thank you in advance for taking the time to complete these forms. Once the forms are complete, you may either mail them back to us or hand carry them in with you on the day of your appointment. We request that you arrive 30 minutes early on the day of your first appointment. If previous medical records are necessary for your appointment please forward the records in advance to facilitate your visits.

PAYMENT POLICIES

If you have insurance that you would like us to bill, we ask that you bring your insurance card (or insurance information) with you to your appointment. Without this information we cannot bill your insurance and you will be asked to pay for services rendered on that day.

If you are coming to us for your annual, well woman, or yearly exam. Please call your insurance company prior to your appointment to inquire if you have "Preventive Services" coverage for that type of office visit. If you do not have this coverage available to you, you will be required to pay for services rendered on that day. Please understand that there are many insurance companies each one with numerous policies.

If you have a deductible that has not been met, we will collect 50% of the charges for that day's visit and bill your insurance. Once your insurance company has processed your claim, we will bill you for any balance due. Co-pays are due on the day of your visit. Although we are glad to bill your insurance company for you as a courtesy, it is ultimately your responsibility to ensure that our claims are paid.

CANCELLATION POLICIES

Our office requires a 24 hour notice for all cancellation and to reschedule appointments with no charge. If you cancel the day of your appointment a cancellation fee will apply. This fee will also apply to any "no show" appointments. We understand that unexpected circumstances arise, which will be considered.

PARKING

The parking lot to our building is a pay lot. The charge for parking in the lot is \$1.00 per half hour. We do not validate parking. There is free parking available on the street.

If you would like directions on how to get to our office or have additional questions that are not covered on this form, please do not hesitate to call us. You can also find us on the web using keyword Map Quest or by our website www.patrickorbermd.com. We look forward to meeting you soon.

Please remember to allow yourself extra time to ensure you arrive early for your appointment.

Thank you!