

Sebastopol Orthopaedics



& Sports Medicine

Dr. Michael Bollinger, MD
Dr. Bruce Bragonier, MD

Date: _____

Dear _____,

Welcome to Sebastopol Orthopaedics! We are very pleased that you have chosen our practice to take care of your Orthopaedic needs! We have scheduled you a new patient visit with:

Dr. Michael Bollinger, Dr. Bruce Bragonier Orthopaedic Specialist on:

Date of Appointment: _____ Time: _____ am/pm Arrival Time: _____ am/pm

Please bring the enclosed completed forms along with your insurance card and a list of your current medications with the dosages. If you have an insurance **co-payment, please be prepared to pay it at the time of your visit.**

Please plan that your visit could last up to 1 ½ hours. If you have not completed the enclosed paperwork prior to your arrival, please plan on arriving 15 minutes prior to your scheduled appointment time to assure you will be checked in promptly. Please note, as on-call Orthopaedic Surgeons, emergencies do happen and your wait time could be delayed. We will make every effort to see you in a timely manner.

Here are some helpful reminders regarding your appointment. *Having all these items with you for your visit will assist the doctor in assessing your injury thoroughly.*

- If you have any, bring all notes, reports, x-rays or MRI's related to what you are being seen for.
- **You MUST bring your insurance card.** If your insurance requires prior authorization and/or a referral please confirm that your Primary Care Physician has completed the necessary paperwork and the referral and/or authorization has been approved. If your visit has not been approved we cannot see you, or you will have to pay cash for your visit.
- Confirm ahead of time that the surgeon you are to see in our office is an accepted provider with your insurance company. **If the doctor is not an accepted provider or you are paying cash, please note you will be expected to pay for your visit at the time of service.**

If you need to reschedule or cancel your appointment, please call our office at least 24 hours prior to your scheduled appointment.

Our office is located at 555 Petaluma Avenue, Suite B, Sebastopol 95472.

Our office hours are:

Monday - Thursday: 8 am - 12:30 pm and 1:30 pm - 5:00 pm AND Friday: 8 am - 12:00 pm

If you have any questions regarding this visit please feel free to contact us at 823-7602.

Sincerely,

Your Sebastopol Orthopaedics Staff

04/22/2016