**WELCOME TO ST. JOHN CLINIC PAIN MANAGEMENT**

Enclosed you will find your new patient paperwork and map.

To expedite the registration process we ask that you complete the enclosed forms prior to coming to your appointment:

on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ @ \_\_\_\_\_\_\_\_\_\_\_\_\_with\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_in\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Please arrive 15 minutes early for your appointment or sooner if you need to fill out paper work in office.**

If you cannot keep your appointment date and time, please call us at 918-872-6890 to reschedule. We will be happy to assist you in doing so.

**Co-pays, payments, balances, etc. will be collected at check in.**

**The doctor will need to see a copy of your most recent MRI, CT, and/or X-RAY report(s).**

Please bring those reports from the radiology department where those studies were done.

If the studies were done at a St. John facility, we are able to access your scans and reports through the SJHS computer system.

**Please bring your insurance card(s) with you.**

If you have recently changed insurance plans and have not received your new cards in the mail, please contact your insurance carrier to get your ID number, group number, medical claims address, co-payment information, subscriber’s date of birth, and their social security number.

This will help to eliminate any delay in the processing of your claims and avoid unnecessary billing.

**Thank you for choosing SJC Pain Management.**

**We look forward to serving your medical needs.**