



## Welcome!

We are honored that you and your referring doctor have chosen our office to help you with your endocrine care.

We want your first visit, and all visits, to go easily and smoothly. By getting most of the information in advance, we can better prepare for your visit.

Please go over this carefully, so we can get your appointment on our schedule.

### WHAT TO EXPECT

Our first visit is fairly intense and may take a significant amount of time. You will meet our team which includes your endocrinologist, nurse practitioners, physician assistants, nurses, and medical assistants. We almost always do a physical examination at the first visit so dress in loose clothing. **Please allot enough time for this visit and discussion of our recommendations.**

Our doctors believe in compassionate, evidence-based, and thorough medical care. We spend a lot of time with patients discussing your health concerns, however we are not able to co-manage care with alternative-medicine practices or manage care outside of currently accepted guidelines. We value evidence-based management, and we want to have a mutually respectful clinical relationship.

For our patients with diabetes, we expect compliance with your medication program, following the diet and exercise program, bringing your meter or glucose sensor to visits, and keeping your appointments for routine follow-up. **This is required for refills.** We will work with you in the challenges of managing a chronic medical condition, and we assume that you are equally interested in optimal management of your diabetes and other health issues.

**Your endocrinologist is a specialist, and does not replace your primary care physician.**

We require a referral from your primary care provider to schedule a new appointment, and we require you to maintain an active relationship with them. **We will be sending reports to your referring medical practice.** If your primary care provider has retired or relocated, we can make recommendations at your visit.

**If you have any questions about these forms, please contact our office at (806) 358-8331.**

**Thank you, and welcome to our office.**

Your appointment will be scheduled **when we receive all the following information, completed, and signed by you.**

**JOTFORM LINKS : Please complete by clicking on each link to JotForm**

- 1 – Welcome – This letter
- 2 - Registration Form (JOTFORM)
  - Please include your insurance information on this form.
- 3 - Medical History Form (JOTFORM)
- 4 - Review of Systems Questions (JOTFORM)
- 5 - HIPAA Policy and Acknowledgement of HIPAA Policy Form (JOTFORM)
- 6- No Show Policy
- 7 -No Show Credit Card Authorization(JOTFORM)
- 8 -Texas Immtrac Registry Form (JOTFORM)
- 9- Potter County Venue Agreement (JOTFORM)

**Your appointment will be scheduled when we receive the 7 JOTFORM documents.**

If any previous doctors have relevant records, please request their records to be sent to us well in advance of your visit. Having your records available at the time of your visit helps everyone understand your medical issues better.

## What to bring to your visits:

- Medical Insurance Card(s)
- Proof of identity, which is now a government requirement.
  - Driver's license
  - Government ID with a photo on it.
- Any previous records that you may have.
- Bring in all your pill bottles for all medicines, vitamins, or supplements you take.
  
- **For diabetes patients:**
  - **Bring in your glucose meter and logbooks.**
  - Bring in your continuous glucose monitor if you have one.
  - We may ask you to 'share' your glucose readings with the Dexcom or Libre apps.
  - If using, or planning to use, a Dexcom or Freestyle Libre sensor:
    - You must know your iPhone App Store or Android phone Google Play passwords to install these apps.
  
    - If you already have a Dexcom, Libre, Medtronic, Tandem, or Glooko account, please have your account username and password so you can access your accounts while in our office.
  
    - **You may waste a visit if you don't know your passwords.**
  
  - **Again, Bring in your glucose meter and logbooks!**

- While we try to stay on time, bring reading material if you like to read.
- We have guest WiFi in our office for your phone or tablet. The password is 'amsguest'.

Again, we sincerely welcome you to our offices and look forward to seeing you.

The doctors and staff at the Endocrinology Department, Amarillo Medical Specialists.