

Laura Wagner, MD
14377 Woodlake Dr. Suite 111
Chesterfield, MO 63017

phone (314) 434-1111
fax (314) 434-1112

Welcome! ...and thank you for scheduling your appointment with Dr. Laura Wagner.

Please complete these forms and bring them with you to your appointment. The information that you provide here will be used to file claims to your insurance, create your patient chart, and help us to provide quality care to you. Be sure to answer all questions completely and remember to sign the forms.

CHECK LIST OF WHAT TO BRING

- Completed enclosed forms:** Patient Registration Form; Health Questionnaire; Policy & Consent Form.
- Insurance Cards:** If you have two insurances, you'll need to know which is primary.
- Photo ID:** This is required for proof of identity; a driver's license or other photo ID is acceptable. (If the patient is a minor without a photo ID, we can accept an ID from the responsible party.)
- Co-Pay:** If required by your insurance. We accept Cash, MC, Visa, Amex, Discover, and Personal Check.
- Non-Covered Services:** Payment is due at the time of service for non-covered services and for self-pay patients
- Written Referral:** If you don't know if you need a referral, contact your insurance. They'll tell you if you need one.

If they do require a referral, you must present it to us before being seen to avoid rejection of your claim. You should request the referral from your primary care doctor as soon as possible. Either bring it with you or have it faxed to 314-434-1112.

If a referral is required, but not available at the time of your visit, you will have 2 options:

1. Reschedule the appointment.
2. You can keep your appointment. We will note your account that no referral was presented. We will file your claim, but if your claim denies because of no referral, you would be responsible for payment in full.

- Minor Children:** A minor child is under the age 18. If a legal guardian will not be present at the visit, please send everything on the check list plus written permission to treat your child & phone# where you can be reached.

WHAT TO EXPECT WHEN YOU CHECK-IN

- We will take your completed registration forms (and referral if required).
- We will scan your insurance card(s) and photo ID.
- We will take your picture for your electronic record.

PLEASE STOP AT THE CHECK-OUT DESK AFTER YOUR APPOINTMENT. We will...

- Collect your co-pay if required.
- Schedule follow-up appointments if needed.
- Have you sign Medical Release forms if necessary.
- Provide written Rx if necessary.
- Provide written excuses for work or school.
- Provide electronic access to your chart.

Please be sure to read the Policy & Consent Form for information about...

1) Patient Responsibility & Billing Policy

2) Authorized Contacts

3) Assignment of Benefits

4) Disclosure of Protected Health Information

5) Medical Consent

Severe Weather:

Please note: In the event of severe weather, we will try to notify you if we are closing. Please be sure to call us or check our website if the weather is questionable and you don't hear from us.

See back side for driving directions.

Do Not mail these forms.