

Dear New Patient:

We would like to thank you for choosing our office for your medical needs. Our promise is to improve the quality of life of our patients who suffer from chronic allergies and asthma through the delivery of exceptional care and service by our exceptional physician, Dr. Kumar, and his caring staff.

As a new patient, it is important that we inform you of some important matters:

1. **Be sure that you do not take any antihistamines 5 days before your visit.**  
This enables us to perform allergy skin testing during this visit.
2. Your insurance carrier may require you to obtain a pre-authorized and/or referral from your primary care physician for your visit and/or treatment at our office. You will need to contact your insurance carrier or your personnel director to complete any necessary procedures to ensure your visits and/or treatment will be covered by your insurance carrier. If you do not obtain the appropriate pre-authorization and/or referral and your carrier denies your claims, you will be responsible for your account balance.
3. Please complete the enclosed new patient information forms. Also read and sign our financial policy and bring all of these forms along with your insurance card(s) and driver's license to the office at the time of your visit.
4. Patients that do not have insurance coverage must contact our office prior to appointment date to discuss financial arrangements.
5. As stated in our financial policy, patients that have insurance coverage must pay his/her co-payment, coinsurance and/or deductible **at the time of service.**
6. As a courtesy to other patients and our office staff, if you need to cancel an appointment, please contact our office **at least 24 hours in advance.** This policy allows us to make your cancelled appointment time available to another patient. **Effective September 1, 2005 there will be a charge of \$25 for all missed appointments that are not cancelled within 24 hours.**

Please feel free to visit our website at [www.huntsvilleallergy.com](http://www.huntsvilleallergy.com) for more information about our practice and feel free to give us a call if you have any questions. We hope that your visit with us exceeds your expectations and if there is anything we can do to make your visit better, please do not hesitate to let us know. We will see you soon.

Sincerely,

The Staff of Alabama Asthma, Allergy and Immunology Center, P.C.