

Thank you for choosing Family Audiology Associates, Inc. We want your visit to go as smoothly as possible so we have enclosed this list of reminders not to burden you, but to cut down on unnecessary stress for you at the time of the visit and after.

All Patients

- If you must bring children with you, please bring someone along to watch them in the waiting room. We must have complete quiet in the testing area in order to obtain a good result.
- Please complete all paperwork prior to your visit if possible.
- Please complete the insurance portion on the patient information form **completely**. If information is missing from this section, we reserve the right to refuse to file your claim with insurance.
- Bring your insurance cards with you to your appointment and present them to the doctor or our staff the immediately.
- Bring your written order (referral) for the testing with you from your physician and present it to the doctor or our staff immediately. Please check with our office prior to your appointment if your physician states he/she will fax it to us. Most insurances require a written order prior to testing or they could refuse to pay for testing. Without an order you will be required to pay at time of service.
- We request all patients bring someone with them for their first appointment.
- All patient's with **BUCKEYE** or **PARAMOUNT** Insurance must have prior authorization completed by the referring physician.
- All **MEDICAID** patients must bring their card with them to their appointment or pay at time of service. We must have the card and the patient's social security # to verify coverage prior to the appointment.

Newborns and Child Evaluation Reminders

- Please make sure baby is sleeping. If you would like to come early and nurse the baby, we will try to make private accommodations for you.
- This procedure is painless to your infant. However, many infants do resist the testing process and we may need to schedule additional appointments until we can obtain an accurate result.
- If the child is age 1-4 years, make sure the child is well rested and ready to play.
- If the child is 5 years or older, make sure the child is well-rested.
- All minor children (anyone under the age of 18) must be accompanied by a **legal guardian**, unless arrangements have been made in advance with our staff.
- If the child is in foster care or a ward of the state, advance arrangements **must** be made to get the paperwork signed by the **legal guardian**.

Appointment Day/Date: \_\_\_\_\_ Time: \_\_\_\_\_AM/PM

Office: St. Marys Celina Doctor: Ellen Hunter Peg Meiring