

Welcome to Our Practice

Please find the initial paperwork for a new or previous patient under the **Patient Information** tab. There are three pages that will need to be completed. To expedite your appointment as much as possible, please print the forms, complete and either mail, fax or bring them with you to your appointment.

Please plan to arrive 15 minutes before your scheduled appointment time. Please note the following important information with regard to treatment in our office.

- Bring your insurance card and photo identification, as we will need to make a photocopy of these items for your file.
- Check your provider handbook or call your insurance company to verify that Dr. Unkefer is a participating provider with your health plan. Please contact our Practice Manager should you need assistance in confirming coverage with your insurance carrier.
- An HMO insurance plan usually requires a referral. In the event that a referral is required by your plan, please contact your Primary Care physician to obtain a referral and have their office forward it to our office. **The referral must be in our files prior to your appointment in order for you to be seen.**
- All co-pays will be collected prior to being seen by the doctor. We accept cash, checks and major credit cards. Payment for cosmetic procedures will be collected prior to the procedure, unless previous arrangements have been made with our Practice Manager.
- If the patient is a minor (under 18 years of age), a parent or legal guardian must be present.

If you need directions to our office, please click on the **About** tab.