

# **CMH Physician Services, LLC**

## **Ear, Nose & Throat**

*A Service of VCU Community Memorial Hospital*

416 Bracey Lane – PO Box 623 – South Hill, VA 23970

Phone (434) 447-3070

CMH Physician Services, LLC – ENT Office would like to take this opportunity to welcome you to our practice. Our physician is specially trained in otolaryngology, which deals with ear, nose and throat.

Please arrive 30 minutes prior to your appointment if you are unable to complete the registration process through our Patient Portal. If you register through our Patient Portal, please arrive 10 minutes prior to your appointment.

If you need to reschedule or cancel your appointment please give our office a call at least 24 hours in advance. If you do not call to cancel your appointment, you will be charged a \$50.00 no-show fee and you will be required to pay this before you can make another appointment.

Here are a few items that you will need to complete and/or bring to your appointment...

- Complete the Patient Registration and Health History information on-line through our Patient Portal by providing us with a valid email address. If you do not have internet access you will need to complete paperwork prior to being seen.
- Please bring all medication bottles or an updated list of meds with you to all of your appointments. If you bring a list, you must have the name of the medicine, the dosing (mg or ml), and the number of times per day you take them.
- Please bring a picture ID (driver's license works best) to your first appointment.
- Please bring your insurance cards and co-payment. If you do not have this you will be rescheduled.
- Please check with your insurance company to see if they require you to have a referral/authorization to be seen. If you do require one, we will not be able to see you without the appropriate referral/authorization number and you may have to be rescheduled.
- If you are a self-pay patient (no insurance), you will have to sign a payment agreement before being seen. You will also be required to pay a \$100.00 payment to your account at your first visit.
- If your child will be accompanied by anyone other than the parent or legal guardian, we must have in writing that the person bringing him/her has permission to treat and make decisions on behalf of the parent/legal guardian for the child. This person must also be 18 or older.

If you have any questions, please do not hesitate to contact us at 434-447-3070.

Again, we wish to welcome you to our practice.

*Providers and Staff*