**WELCOME**

With the current changes in Healthcare Laws, we are now required to eliminate paper charts and store all of your health information on computers (Electronic Medical Records). The Federal Government is very specific about the information that we need to collect from each patient. Some of the information may seem offensive or burdensome; however, this does not change our need to collect the information (as required by Federal Law).

We are including forms (if attached to an email, you will need to print them out) that will contain all the information that we need to enter into your record. We need these forms completed **before** we can see you in the office. Please fill out these forms **completely**, as every question needs to be answered. If this paperwork is not completed when you arrive, then your appointment will be delayed while you fill out the forms. If we are busy, we will have to reschedule your appointment so that you can take the forms home and complete them before returning at a later date. **Even if you have filled out forms for us before, or if you think we have this information in your current file, you have to answer every question again.** If you have a preprinted sheet with all of your personal information on it, **you will still need to fill out these forms separately**. If you are unable to fill out the forms, then you will need to find someone to help you fill them out. **ALL forms must be filled out completely before we can see you!**

Please make sure you bring any and all of your Medical Insurance cards! Due to these new regulations, **we cannot accept copies of insurance information**; we need to see the original insurance cards that were issued to you. You also need to provide a government issued form of identification (Driver’s License, Identification Card, Passport, etc.)

As you can imagine, this transition is difficult for both our patients and staff. These new requirements take up a tremendous amount of time and are affecting everyone. We hope that you will understand that we may be behind in our schedule as we work through these changes. Please, be patient with us. Patient care is still our number one priority, and we will give you all the time you need and deserve when we see you. **Again, you can help us stay on time by having your paperwork done before you come to the office, by having your insurance cards with you, and by having a photo ID with you.** Without these things ready to go, we will have to wait for you and waiting for you will delay all subsequent patients.

If you have any questions, please feel free to call our office at (562) 598-2020, and one of our staff members will be glad to help you with any questions or concerns. Your time and help is greatly appreciated, and we look forward to seeing you! Thank you