

DAVID M. RATZMAN, M.D.

ANESTHESIA PAIN CONSULTANTS *of* INDIANA

Evaluation and Treatment of Acute
and Chronic Pain Disorders
Interventional Pain Management
Spinal Pain; Cancer Pain
Pain Fellowship Trained, Board Certified

8240 Naab Road, Suite 101
Indianapolis, IN 46260
Phone: 317-471-1400
Fax: 317-471-1900
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Dear _____,

We are looking forward to meeting you at your upcoming appointment with Dr. Ratzman on _____ at _____ am / pm. Please read and familiarize yourself with the important information about our practice outlined in this letter.

You are scheduled to see Dr. Ratzman at the following location:

- _____ 8240 Naab Road, Suite 101, Indianapolis, IN 46260 (Main Office)
- _____ St. Vincent Hospital-2001 West 86th Street, Indianapolis, IN 46260
- _____ Naab Road Surgery Center, 8260 Naab Road, Indianapolis, IN 46260
- _____ One Memorial Square, Suite 2000, Greenfield, IN 46140 (Office-2nd Floor)
- _____ Hancock Surgery Center-One Memorial Square, Suite 1000, Greenfield, IN 46140

****IF YOU WILL BE SEEING DR. RATZMAN FOR PAIN OR INJURIES RELATED TO A MOTOR VEHICLE ACCIDENT OR INJURY-PLEASE NOTIFY OUR OFFICE IMMEDIATELY BY PHONE SO THAT WE MAY PROVIDE YOU WITH IMPORTANT INFORMATION FOR YOUR VISIT.****

Please note: It is extremely important that you arrive on time for your appointment with your paperwork already completed. If you are unable to complete your paperwork prior to your appointment, you must arrive 30 minutes early for your appointment. If you are LATE for your appointment, we may have to reschedule your appointment for another date.

In order for our office to serve you efficiently, please complete the enclosed forms prior to your appointment. Please bring your completed forms with you to your appointment along with your insurance card(s) and a photo ID. To maximize your insurance coverage and benefits it is extremely important for you to be aware of the following:

- *It is extremely important for you to check with your insurance company to insure a referral is not required for you to see Dr. Ratzman. If you have a PCP (Primary Care Physician) listed on your insurance card, have an HMO or POS (Point of Service) insurance plan, or you are out of network, a referral may be required before your appointment in our office. Please note, your insurance may deny your claim for our services and you will be responsible for those charges if a referral is required and not obtained by your PCP or the physician referring you to us prior to your appointment. Most insurance companies will not do retroactive referrals.*
- *We do not file claims with auto insurance policies. You must pay for your services and we will provide you with an itemized receipt so that your auto insurance may reimburse you. If you are being seen and your visit is to be covered through a Worker's Compensation Plan, you must provide the name of your caseworker, his or her phone number and all relevant authorization numbers in order for us to process your claim as work comp. We request that you call our office and provide this information to us a minimum of 72 hours prior to your appointment. We ask this because some Worker's Comp Programs require us to interact via fax and this requires more time, therefore we need your information in advance.*

Please bring any records and x-ray/MRI/CT films and reports with you to your appointment. Please do not rely on other facilities to send these items for you, as we may not receive these if you do. We may not be able to see you for your visit if you show up to your appointment without your films and reports.

If your insurance requires a co-pay, please be prepared to pay it upon check-in; otherwise a \$20 service fee will be applied to your account. If you were unaware of this appointment or have any questions, please call our office today. If you choose to decline this appointment, please give our office 24 hours notice. If you fail to provide 24 hours notice that you are not able to keep your appointment, or if you "NO SHOW" for an appointment, you will be charged a \$25 missed appointment fee.

If you are self-referred, please ensure that all pertinent medical records are received in our office at least 72 hours prior to your scheduled appointment. It may be necessary for us to cancel your appointment if we do not receive your records.

Thank you for your time and attention to our office policies and procedures. We appreciate the opportunity to care for you and look forward to meeting you. If you need further assistance or have any questions, please feel free to call us at 317-471-1400.

Sincerely,

The Staff of Anesthesia Pain Consultants of Indiana Indianapolis • Greenfield