



Dear Patient,

Welcome to the **Plastic Surgery Institute of Dayton, Inc.** We know that you have many options when choosing a Plastic Surgery practice and feel honored that you have chosen our office for your specific needs. We truly appreciate your confidence in our providers and staff and look forward to exceeding your expectations.

All **new** patients will be sent an invitation link to our patient portal upon registration via email and text. This link will expire so you are encouraged to accept and complete the requirement forms within 72 hours or you will need to call our office and request a new link to be sent. The forms must be completed prior to your appointment date and if they are not, your appointment will have to be rescheduled.

The initial appointment is a **CONSULTATION ONLY**. If surgery is necessary, it will be scheduled for a later date/time.

All **existing** patients who have not been seen at our office within 12 months will need to complete the forms as these are required to be updated on a yearly basis per office policy. This also applies any time your demographics, phone number and/or insurance information changes. Not updating your information can result in insurance denials so please make sure that our office has a current copy of your insurance card at all times.

For **ALL** patients scheduled for an appointment:

- Please arrive 15 minutes prior to your appointment time.
- Please bring your **PHOTO ID** that shows your current address. If your photo ID does not have your current address, please bring a “proof of residency” document.
- Please bring your insurance card(s) for all of your medical insurance plans (i.e. primary, secondary plans).
 - This includes our cosmetic patients; Even though cosmetic procedures will not be sent to insurance, we like to keep our patient records up to date in

the event your provider feels that you have another condition that may be covered by insurance. In the event this happens, it is absolutely necessary to have your insurance information in order to obtain pre-certification or prior authorization for those specific services.

- We strongly encourage patients to check with their insurance company to verify benefits and coverage.
- Please note that we are **NOT** “in-network” providers for Aetna. However, you may be seen by our physicians if you have “out-of-network” benefits but you will most likely have higher out-of-pocket costs (i.e. deductible, co-insurance) than if you were seen by an in-network physician. Our insurance specialist is able to help answer any of your questions regarding this, so please do not hesitate to call our office with questions at 937-886-2980.
- Please bring a list of your current medications in the event something has changed since you completed the online paperwork.
- If you have a co-pay or existing balance, please be prepared for payment during the check in process.

Please Note: A parent/legal guardian must accompany all patients under the age of 18 for all appointments and/or procedures.

Thank you again for choosing Plastic Surgery Institute of Dayton, Inc. We look forward to meeting you!

Sincerely,

Steven P. Schmidt, M.D.
Matthew J. Fox, M.D.
Jason T. Hedrick, M.D.
Andrew J. Parrish, M.D.
Jessica M. Brown, APRN-CNP