



Bucks County
Gastroenterology
Associates, P.C.

Dear Patient-

Thank you for choosing Bucks County Gastroenterology Associates for your gastrointestinal needs!

As a new patient to our office, or if you have not been seen in the office in 3 years, this letter will serve as a guide to help you get the most out of your appointment.

You will need to complete the following forms ahead of your appointment:

- **New Patient Medical History Intake Form**
- **HIPAA form**
- **Patient financial responsibility form**
- **Review of Systems form**

The New Patient form needs to be filled out, in its entirety, and either *emailed, faxed, or dropped off to the Yardley Office PRIOR to your appointment.* We ask that you do this at the very latest, 1 week prior to the appointment date, so that we can update your chart. If you have any questions or issues about this policy, please contact us prior to your appointment.

If you need to reschedule or cancel the appointment for any reason, call the office as soon as possible.

If you have had any recent lab testing or imaging studies performed, please notify us PRIOR to the appointment so that we can obtain a copy for your chart.

If you are transferring your care from another gastroenterologist that you have seen in the past 10 years, you must follow these instructions, unless otherwise advised:

- **You must obtain a copy of your previous records.** There is a medical record release form on our website if you need it.
 - You can have them faxed to our office ahead of time at 215-321-9109
 - You can bring them with you to the appointment
 - You can drop them off ahead of time

Please note, if we do not have these records, your recent labs, and or imaging studies at the time of the visit, your appointment may be cancelled.

If you need a referral with your insurance, please obtain this from you primary care 1 week in advance. Our NPI # for the referral is 1063520096.

Please make sure to bring your insurance card so that a scanned image will go into your chart.

We do require the specialist copay listed with your insurance to be paid in full at the time of your scheduled appointment.