



Welcome to Westglen GI Consultants. We are honored that you or your referring physician have chosen us as your GI specialist. Our goal is to provide the highest quality care for all our patients in a timely and respectful manner.

You will need to bring your insurance card(s) and a photo ID with you for each appointment. Please let our staff know if you have had any information changes since your last appointment. You will be asked to fill out new demographics form annually, so we may update your information.

Please bring a list of all your prescription and over-the-counter medications with you at each appointment. You will be asked to fill out a Review of Symptoms form at every office visit.

All co-pays and past due balances are expected at time of service, unless a prior agreement has been made with our billing department.

We ask that you allow plenty of time to get to the office for your appointment. Please arrive at least 10-15 minutes early to complete the check-in process. You may be asked to reschedule your appointment if you are more than 15 minutes late. We will strive to stay on time. From time to time, a patient emergency arises, and we may be running late for your visit. You will have the option to re-schedule or stay to be seen and we will keep you informed of how long of a delay you may experience.

To ensure the highest quality care, we need certain information from you and we need to inform you of our office policies. The following forms are included in the new patient packet.

- Patient Demographics Form *Annually*
- Notice of Patients' Privacy Right Form *Annually*
- Payment Policy/Notice of Privacy Practices Written Acknowledgement Form *Annually*
- New Patient Medical History Forms *2-5, 10 years*

If you have any questions, please call our office at 913-962-2122.

Thank you,

WestGlen GI Consultants