

First Appointment Checklist

BEFORE YOUR APPOINTMENT, PLEASE:

- Call your insurance company and ask:**
 - if you need a Referral/Authorization from your primary care physician. It should authorize Sinai Hospital/Rubin Institute for your office visit, x-rays, procedures, injections and lab work.
 - if your insurance will cover the Rubin Institute taking your x-rays, or if you must have them taken at another facility.
- Fax your Referral/Authorization (if required) to 410-601-8793 at least 5 days before your appointment.**
- If your insurance requires that your x-rays, MRI scan or CT scan be obtained at another facility, make sure that you have these taken before your visit and bring a CD with the images.**
- A parent or legal guardian must accompany all children (younger than 18 years) for the entire visit. A legal representative must accompany all patients who lack the capacity to make health care decisions or who are unable to articulate their wishes.
- Please arrive 20 minutes before your scheduled appointment.** If you are going to be more than 15 minutes late, call (410) 601-2663 (press option 1).
- Please let us know in advance if you need translator or sign language services. While translation services are available, it can still be helpful to bring a friend or family member who is fluent in both languages.

PLEASE BRING THE FOLLOWING ITEMS TO YOUR APPOINTMENT:

- Current insurance card(s)
- Valid photo ID or driver's license
- Payment for co-pays or deductibles. These are due at the time of your visit.
- Any medical information that is relevant to your condition (x-rays on a CD, CT scans, MRI scans, ultrasound results, medical records, lab results, etc.)
- List of current medications (vitamins, supplements, over the counter medications, prescription medications, herbal supplements, etc.) including strength, frequency and dose
- List of allergies to medications, food, metal, latex, etc.
- Name, address, phone number and fax number for your referring physician, primary care physician and anyone else whom you would like to receive your medical information. Also please bring the name, phone and fax numbers for your pharmacy.

CONSIDER ALSO BRINGING:

- Snacks
- Extra diapers (if needed)
- Pen and paper to take notes during your appointment.
- List of questions for the doctor. You can consult our helpful *Questions to Ask Your Doctor* handout that is available on our website.
- Trusted friend or family member who can help you ask questions and take notes. If English is not your native language, you may find it helpful to bring someone who is fluent in both languages even though translation services are available by advanced request.
- Book, tablet or other form of entertainment.