

UT Southwestern Medical Center at Dallas

Digestive and Liver Disease Clinic

Initial Visit Checklist

To ensure that you receive the most benefit from your initial visit, please bring the following items with you on your first office visit.

- _____ **Completed** New Patient forms enclosed with this letter.
- _____ Recent test results or any medical records pertinent to your initial visit. If you bring records with you, please bring copies that you can leave with us, not original documents you want to keep. If any diagnostic testing has been performed at UT Southwestern Medical Center your provider will have access to the information. If you have sent medical records prior to your appointment, your provider will have access to those records.
- _____ Current medications and supplements that you are taking. Please bring the actual prescription bottles to your first visit.
- _____ Name and contact information of any health care provider with whom our physician may need to speak.
- _____ Your insurance card(s) and a valid driver's license or photo ID as well any required co-payments.
- _____ Please notify the clinic if you must cancel your appointment at least 24 hours in advance. Should you cancel your appointment with **less than 24 hour** notice you will be considered a "No show". Should you have **3** "No Shows" you will not be allowed to reschedule.

Please note that payment is expected at the time of service. For your convenience, our office accepts cash, personal Checks, American Express, Discover, MasterCard and Visa.