



Welcome Sheet - Please Read Thoroughly

Appointment Date: _____ **Time:** _____

Thank you for selecting Pain Treatment Centers of America, PLLC (PTCOA) as your pain management provider. We look forward to meeting you at your upcoming appointment. Please read the information in this packet carefully as it will prevent any types of delays on your appointment day.

New Patient Checklist: Please read and then place a check by each item so you will have everything needed for your first visit:

___ Bring your **completed** New Patient Packet and arrive 30 minutes prior to appointment.

(If your packet is incomplete your appointment will be re-scheduled)

___ Bring all pain medications in the original bottles.

___ Bring all of your insurance cards and a photo ID. Co-pays and uninsured patient balances are to be paid AT TIME OF APPOINTMENT PRIOR TO BEING SEEN. There are no refunds once seen.

___ Smoking is a direct cause of spine degeneration and pain. There is no smoking on our campus.

___ We allow only service animals in our office.

___ Do not bring valuables to the office. We are not responsible for lost/stolen items.

___ Have your recent CT/MRI/X-rays faxed to our office ***before your scheduled appointment***. Call the facility where you had the CT/MRI/X-ray done and have them fax results to Pain Treatment Centers of America at 888-630-8885.

___ If you cannot keep your appointment, we require 24-hour notification. **Less than 24 hour notice will be considered a no-show** (after 2 no-shows for your initial appointment you are not re-scheduled). We must insure we have sufficient appointment times for patients requiring our care.

Please call 501-773-6993 with any questions or concerns.

We are located in the Daniels Buildings. **Our physical address is 2425 Dave Ward Dr., Suite 601, Conway, AR 72034**

WE LOOK FORWARD TO SEEING YOU!