

TO ALL NEW PATIENTS

WELCOME to THE COLLIS GROUP

In order to make your appointment with the Collis Group more efficient, we are sending you this information packet. Enclosed please find a registration form that must be completed in either blue or black ink only (pencil not acceptable) and brought back with you at the time of your appointment. You will also need to bring your co-payment(s) **in the form of check or money order** and your insurance card(s), so that we may bill your insurance correctly. If you fail to bring your insurance card, we will be unable to treat you that day.

You need to review your health care benefits to insure that our doctors are included in your plan. You must also check with your insurance company to determine whether you need a referral from your primary care physician to see our doctors. If so, this must be done prior to your appointment. **If this is a Bureau of Workers' Compensation claim, please bring your card and any BWC information. Also, bring any other insurance information.**

Also enclosed is a map with directions to our office, and a list of things that you will need to hand carry to your appointment.

If you have any questions or concerns, please give our office a call at (440) 746-1055. We would like to thank you for your help and are looking forward to seeing you.

Sincerely,

Business Office of
The Collis Group