

**Kenneth A. Stephenson, M.D.**  
**4642 North Loop 289, Suite 101**  
**Lubbock, TX 79416**  
**(806) 797-4985 (800) 870-7079**

Welcome to our office! We are delighted to have you as a patient and we look forward to providing you with the highest quality care. To help us better accommodate you as our patient and to insure that you are seen in a timely manner, please bring with you to your appointment the following:

1. The enclosed patient information questionnaire, **completely** filled out, signed and dated. Please use **BLACK** ink.
2. Any diagnostic tests that you may have had done in the past six months such as, MRI's, CT Scans, Bone Scans, or X-rays, pertaining to the problem you are being seen for. The doctor will need **the films and the report.** Failure to bring these reports, etc. may result in your appointment being rescheduled.
3. Please bring your driver's license with you.
4. A current insurance card along with a current referral from your primary care physician if your insurance policy requires one. Some insurance companies that do are: HMO Blue, First Care, Health Select Plus, some Blue Cross and Blue Shields and some Aetnas. If you are unsure if your policy requires a referral from a PCP to a specialist, you may contact the customer service department at the number on the back of your card. If you have Medicaid, we will need a current copy of your card each time you visit.
5. If your insurance contract requires a co-payment, we must collect the co-pay at the time of your visit. **(NO EXCEPTIONS).**

If for any reason you are unable to keep this appointment please try to call in advance to reschedule. There may be a \$25 charge for no shows and same day cancellations.

Thank you for your help in this matter. We look forward to meeting you.

Sincerely,  
Dr. Stephenson & Staff

Patient name: \_\_\_\_\_ Appt. \_\_\_\_\_