



Welcome To Neurosurgical Spine Specialists™

R. Blaine Rawson, M.D.

Dear _____

We are pleased to provide you with your neurosurgical care and appreciate your physician's confidence in referring you to our practice. Our goal is to provide you with comprehensive, coordinated, and compassionate healthcare.

Your appointment is scheduled on:

Day of the Week

Date of Appointment

Time of Appointment

In order to ensure the most meaningful appointment with Dr. Rawson, we request the following:

- ❖ We ask that you **arrive at least 15 minutes prior to your appointment**. Please contact our office should you need to reschedule or cancel your appointment; 24 hour advance notice is appreciated.
- ❖ Please fill out the enclosed forms completely **before** arriving. The information we are requesting is most important, so that we may evaluate and treat your medical problem.
- ❖ We need your insurance information. Please bring all your **insurance cards** with you, as well as information regarding Workers Compensation claims and Auto Insurance claims. We are unable to submit billing to insurances without this information.
- ❖ Insurance copays are due at time of visit. **Your copay for this visit is \$_____.**
- ❖ Bring your driver's license or identification card. We do need a picture ID for our records.
- ❖ Hand-carry any pertinent MRI/CT or X-RAY studies with you to your appointment. We may be able to obtain the imaging studies if they were performed at a facility that we have access to; Charlevoix Area Hospital, Image North (Petoskey and Gaylord offices), McLaren Northern Michigan (both Petoskey and Cheboygan locations) and Mackinac Straights Hospital. **We may need to reschedule your appointment if we do not have your imaging studies at the time of your visit.**
- ❖ We are conveniently located in the lower level of the Bay Street Orthopaedics building at **4048 Cedar Bluff Dr., Suite B, Petoskey, MI**. Our phone number is (231) 487-5837; our fax number is (231) 622-8771. We look forward to assisting you.

The Staff at Neurosurgical Spine Specialists