

## FASTCALL SET UP FORM

**Client Number:**

**Practice Name:**

**Calling Window:**

**Contact**

**Phone**

**With/From:**

**Dr# in Misys/Tiger**

**\*\*Please spell out how the names should be pronounced. \*\***

**\*\*This will ensure the names are being recorded correctly. \*\***

**What are your location names?**

**Location Number**

Location

Location

Location

Location

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**\*Caller Id:**

*This is the number you would like to appear on the patients caller id. The name that will appear is dependent on your phone company.*

**You may choose up to 3 library messages if you wish to have a customized message. Please see the following page for library messages.**

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**English**

- [1] Due to the nature of your exam, please do not eat breakfast on the day of your appointment.
- [2] Be prepared to make a co-payment if it is required by your insurance.
- [3] Please arrive 15 minutes early to complete the necessary paperwork. We appreciate your promptness.
- [4] Please arrive 10 minutes early.
- [5] Please arrive 15 minutes early.
- [6] Please arrive 20 minutes early.
- [7] Please arrive 30 minutes early.
- [8] Be sure to follow any other instructions previously given for this appointment.
- [9] Remember to bring your insurance card to the appointment.
- [10] Remember to bring with you all medications you are currently taking.
- [11] Remember to bring a list of your current medications.
- [12] If you are a new patient....
- [13] Please arrange for someone to drive you home after your appointment.
- [14] If your insurance requires a referral, please be sure to bring one with you.
- [15] Please remember to bring your insurance card and be prepared to make a co-pay if required by your insurance.
- [16] If you are unable to make your appointment, please call our office within 24 hours to cancel or reschedule.
- [17] Please call our office if you have any questions about your appointment.
- [18] If you need to cancel or reschedule, please give a 24 hour notice or you may be charged for a missed appointment.
- [19] Please follow the pre-test instructions and contact our office with any questions.
- [20] Remember no caffeine products 24 hours prior and nothing to eat or drink 3 hours prior to the test.
- [21] You are scheduled to have your defibrillator checked by phone. Please call anytime on the date given.
- [22] Due to the nature of your exam, please fast 10-12 hours prior to your appointment. You may have water only.
- [23] If your appointment is between 7:00 a.m. and noon, please restrict your diet to water only 10 hours prior to your appointment time.
- [24] If you are scheduled for fasting lab work, please restrict your diet to water only 10 hours prior to your appointment time.
- [25] Please bring a list of all your current medications or bring medication bottles with you.
- [26] Please arrive 10 minutes early, bring your insurance card, and be prepared to make a co-pay if required by insurance.
- [27] Please remember to bring to your appointment your insurance card and all medications you are currently taking.
- [28] Remember no caffeine products 12 hours prior and nothing to eat or drink 3 hours prior to the test.
- [29] If you are scheduled for an aortic ultrasound, please fast 8 hours prior to test. Take medications with water only.
- [30] Please bring related x-ray or MRI films to your appointment.
- [31] Please bring a copy of your medical records and your CT or MRI films to your appointment
- [32] If you've had recent x-ray or MRI s, please bring the films and reports to your appointment.
- [40] Avoid wearing clothing with buttons, zippers, snaps, etc.
- [41] Please complete the health questionnaire and bring it with you.
- [42] If you are scheduled for a complete physical between 7:00a.m. and noon, please restrict your diet to water only 10 hours prior to your appointment time
- [50] If you wear contact lenses, please wear them to your appointment and bring a contact lens case with you. Please bring any glasses that you wear.
- [60] Diabetic patients, please bring your glucose meter.
- [61] Please bring all study-related material to your appointment.
- [62] Please do not bring children to be left unattended in the waiting room during your appointment. Because our physicians want to ensure you are getting the best care possible, children are not allowed to be present during your exam.
- [63] If you are a diabetic, please make sure you bring your blood sugar log AND your glucose monitor when you come for your visit.