



NORTHEAST
ENDOCRINOLOGY
ASSOCIATES P.A.

Thank you for choosing Northeast Endocrinology for your healthcare needs

Please verify you have completed and returned the following information so we may proceed with scheduling your appointment.

- **Referral from a Provider**
- **New Patient Packet (3 Pages)-Sent to email**
 - Your new patient forms are also located on our website, www.neendocrinology.com, under the tab 'Patient Resources' and 'Patient Forms'. There you will find the required New Patient Forms in both printer friendly versions or PDF Editable version.
 - Please return either by email (in PDF format) to info@neendocrinology.com, fax to 210-650-3403 or dropped-off in office.
- **Record Release: Sent to email**
 - It is VERY IMPORTANT that we get your records so that we can provide you with the best consultation possible. Please fill one out for every additional provider you have.
- **Insurance Authorization:** If you have an HMO plan or your insurance states referral required, we will need a valid insurance authorization on file before we can schedule your appointment. Insurance authorization is submitted by your PCP to your insurance, and they provide an Authorization Number, Start/Stop date, and Number of visits allowed. Please ensure your auth will be valid by your appointment date.
- **A complete list of active medications and supplements** you're using, including those that are over the counter.
- **A picture of your Driver License or ID with your current insurance card sent to info@neendocrinology.com**

Ensure we have received all the above so we may schedule the next available appointment.

Please note next available is estimated 3 months out