



Mary Bell H. Vaughn MD

## Welcome!

Thank you for choosing to become a patient of our practice. We will work diligently to ensure that you receive the best care available. We would like to take this opportunity to familiarize you with our office policies:

The following is a list of what is necessary to bring to your first visit:

- Insurance Card(s) and picture ID
- The names, phone and fax numbers to your previous doctors to obtain your medical records.
- The enclosed forms completely filled out and signed.
- **All medications you are currently taking in the bottles.**

**OFFICE HOURS: Monday - Friday from 7am to 5pm**

### Reminders:

- *It is your responsibility to know the benefits that you receive from your insurance company. This includes wellness/physical coverage, deductible amounts, and co-payment requirements.*
- *We use QUEST lab for all lab work. If your insurance requires a different company to be used, it is your responsibility to tell us before labs are drawn so that you may be given an order sheet to go to an outside lab that insurance covers.*
- In compliance with HIPPA laws, no information will be given to anyone, including family, without prior written consent.
- We require a 24 hour cancellation notice for all appointments or a fee of \$50 will be charged if not notified prior to appointments. Future appointments will not be available until the fee is paid.
- If your insurance company contacts you requesting information to process a claim, please contact them to prevent the bill from becoming your responsibility.
- To ensure patient care is not interrupted during the day, all calls for Dr. Vaughn will be directed to the nurses.
- We provide same day and walk in appointments for our established patients.

Our goal is to provide you with the most efficient and up to date health care available. We are always open to suggestions. We look forward to seeing you!

Sincerely,  
Dr. Mary Bell Vaughn and  
Vineville Internal Medicine Staff

<p>Your Appointment is Scheduled on: ___/___/___ at _____ with <b>Building A</b> Erin Caves, Shandora Hayman-Jones, Cherrice Clay-Austin and Dr. Mary Bell Vaughn Ashley Dykes, Dr. Leslie Tidwell <b>Building B</b> Ronda Toole, Lauren Lambeth and Dr. James Thigpen</p>
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