



February 28, 2010

Dear \_\_\_\_\_:

Thank you for making an appointment with me. I have you down for \_\_\_\_\_.  
**Please mark your calender now, as you may not get a confirmatory call for this appointment.**  
You should get a confirmatory email if you use email.

⇒ **Enclosed are some forms for my office to be filled out before your initial appointment:**

- Directions are included in the Office Policies
- Please fill out the Health History forms as soon as possible. I need to have it **at least 3 (three) days** prior to your appointment so that we can maximize the time you are here. *If you do not submit it by this time, the appointment may need to be rescheduled with a \$50 charge.*
- The consent form is enclosed for your perusal only. You will sign it at the beginning of your appointment when you have had the opportunity to look at the HIPPA form and ask any questions.
- You may fax the Cover Sheet and Health History forms to 888-953-0005 or mail them to my office at

Integrative Family Medicine, LLC  
10440 Shaker Drive, Suite 103  
Columbia, MD 21046

⇒ **Also, please remember to**

- Know which lab (Labcorp or Quest) your insurance uses (you can also go to the Questdiagnostics.com webpage)
- Bring your medicines and supplements with you
- Bring any recent labwork or studies
- Have a check or cash ready for payment (not a credit/debit card)

I will give you the receipt at the end of the visit, which you can submit to your insurance company. **If you have Medicare, you will not be reimbursed.** If you have Medicare, please let me know immediately; there is an additional form for you to sign.

Thank you for taking the time to fill out the Health History Form as completely as possible; it helps us make the most of your appointment time.

I look forward to partnering with you on your journey for well being.

Blessings,

Jennifer Rabenhorst, MD