

## **Cynthia A Sink, DPM**

Welcome,

In order to keep things in our office running smoothly, we are asking you to fill out your registration papers before you come in for your appointment.

Please be sure to list all the medication that you take, including vitamins and over the counter medications.

We will need your insurance card(s) to ensure proper billing for your visit. Any copays are due at the time of your visit. If your insurance company requires a referral, you must bring it the day of your visit. You will not be seen without a referral if indicated.

Our office staff calls the day before to remind you of the visit. Any new appointment that is not cancelled 24 prior to the appointment, or is a no-show to the appointment will have a \$50 charge that will be incurred.

Please arrive ½ hour prior to your appointment so all paperwork and insurance cards can be scanned into our system.

Thank you for your cooperation, we look forward to meeting you and assisting with your podiatric needs.

Mary Ellyn RN