



BROWN MEDICINE
BROWN PHYSICIANS, INC.

Brown Medicine Division of Podiatry

Phone: (401) 861-8830

Fax: (401) 351-2378

INITIAL OFFICE VISIT PACKET

Welcome to the Division of Podiatry

Your appointment with _____ is scheduled for _____ at _____.

375 Wampanoag Trail Riverside, RI	1 Commerce Street 2 nd Floor Lincoln, RI	1454 South County Trail Suite 1200 East Greenwich, RI	235 Plain Street Suite 201 Providence, RI	1180 Smith Street Providence, RI
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Information for your first appointment:

Please plan to arrive 15 minutes prior to your appointment. Please fill out the attached paperwork to the best of your ability and bring it with you at the time of your visit. If you should have any questions regarding the attached forms, please contact our office and speak with a member of our team.

Insurance Requirements:

If your insurance requires a referral from your PCP, please be sure to contact your PCP and have it sent to our office. If you are not sure, please call the phone number located on the back of your insurance card. We require that all copayments be collected at the time of the visit. We accept cash, check, and debit or credit cards.

Cancellation Policy:

If you are unable to keep your appointment, please contact our office as soon as possible to reschedule. We make every effort to remind you of your appointment. A fee of **\$35.00** may be charged unless 24-hour notice is provided to cancel an appointment. If you are late for your appointment, a provider may not be able to see you. Your appointment may be considered a no show and will have to be rescheduled. If you cancel your appointment on the day of your appointment or do not show for your appointment, you could be subject to a **\$35.00** no show fee.

Prescription Refills:

If you require a prescription refill, please call your pharmacy and request that they send it electronically to our electronic health system. Please be aware of your prescription supply to avoid the need for prescription renewals on the weekends and holidays. Refills should be requested through your pharmacy during regular business hours, Monday through Friday. If you need a written prescription, please allow 48 hours for processing.

Hours of Operations:

Our office is open Monday through Friday, 8:00am through 4:30pm. Please note the hours of operation do vary by location. We close daily for lunch between the hours of 12:00pm and 1:00pm. Our answering service accepts calls during lunch and after hours.

After Hours Coverage:

When our office is closed, your call will be received by our answering service. If your call requires immediate assistance, the answering service will contact the on-call provider, and your call will be answered immediately. Prescriptions will not be refilled during after-hours. If you are experiencing a true emergency, please call 911.

_____Initials