



Dear Patient:

It is with pleasure that we welcome you to Capital Women's Care. To help your visit go as smoothly as possible, please assist us by bringing the following with you:

- Please complete all documents in this packet.
- Current insurance card(s) and Drivers License or Photo ID must be presented upon arrival.
- Insurance referral form, if necessary.
- Co-payments are collected upon arrival. We accept cash, check, American Express, Visa, MasterCard, and Discover.
- Please arrive 20 minutes before your scheduled appointment time to complete the necessary registration information.
- **Missed Appointment Policy:** We respectfully request that you cancel your scheduled appointment by phone 24 hours in advance. Your cooperation and consideration is appreciated.

#### **Important Reminders**

- Capital Women's Care is located in Suite 459 (4th floor) 1850 Town Center Parkway, Reston, VA 20190..
- We participate with many insurance companies. If your insurance company requires a referral it is your responsibility to obtain the referral. The referral must be presented at the time of your appointment. This office cannot provide treatment if the required referral has not been obtained. If you do not have your insurance referral form at the time of your appointment we reserve the right to cancel and reschedule your appointment or you may pay in full at the time of service.
- Please notify our office if there are any changes to the following information: Home Address, Telephone number(s) or Insurance information.
- The charge for completion of forms is \$10.00. Forms will be completed with 7-10 business days.
- Release of Medical Records: We will ask you to complete a signed authorization for the release of medical records. Please allow five business days for the processing of medical records. Please contact the office for more information about the cost of copying medical records.
- **Late Arrivals:** If you are 15 minutes late for your appointment, we will do our best to accommodate you but it may be necessary to reschedule your appointment.

Sincerely,

The Staff of Capital Women's Care

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1850 Town Center Parkway, Suite 459, Reston, VA 20190

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