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***Cancer, Blood & Genetics Regional Specialists***

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

You have an appointment scheduled on \_\_\_\_\_ at \_\_\_\_\_

with Dr. \_\_\_\_\_.

**FORMS**—Enclosed are some forms we would like you to complete and bring with you when you come for your appointment. Please be sure to fill out both sides, including insurance information, and sign where appropriate. Bring all insurance cards, including any prescription cards, with you so that we can copy them.

**RECORDS**—In order to provide you with the best possible medical care, we must have copies of any relevant medical records prior to your appointment. If you or your referring physician are unable to provide them, your appointment will have to be rescheduled. Make sure that we are sent any new records generated between the time the appointment was made and your actual appointment.

**FILMS**—Having the actual diagnostic imaging films (CTs, MRIs, etc.) to study and not just the written report is especially important for your physician. You must make arrangements to bring any films with you that have been done or are done between now and your appointment. Please discuss this with our New Patient Coordinator. Not having the necessary films at the time of your appointment may delay your care. Our office can access films and records generated through Christiana Care through the computer, but only those through Christiana Care.

**MANAGED CARE**—If you have insurance that requires a referral from your primary care physician, please take responsibility to obtain this prior to your appointment. Questions about referrals and authorizations can be answered by our Precert Department at (302) 451-1209.

**PAYMENTS**—You will be asked to pay any copays at the time of service and any balances not covered by insurance. If you have questions or are uninsured, call our office at the above number prior to your appointment. The office accepts cash, checks, VISA, MasterCard and debit cards. See the attached Financial Policy for more details.

**REGISTRATION**—Plan to arrive 20 minutes before your appointment so that you can be registered into the Christiana Care Out Patient Registration System. When you arrive at the building, check in at the front desk in the main first floor lobby and you will be directed.

**QUESTIONS**—If you have any questions prior to your appointment, please call the New Patient Coordinator at (302) 366-1200, ext. 290.

Thank you.