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Dear Patient,

The doctors, associates, and staff at the Bay Area Heart Center (BAHC) would like to welcome you to our Practice. Our mission is to provide the highest level and quality of cardiac care available. We are committed to you as an individual and strive for continuous improvement in the technical delivery of care in the field of cardiology.

Please arrive 20 minutes prior to your appointment time, so that we may answer and/or ask questions necessary to make your visit with the doctor run smoothly.

It is your responsibility to contact your Primary Care Physician (PCP) to obtain an authorization or referral for your office visits at BAHC. Without an authorization or referral, it will be necessary to reschedule your appointment.

We ask that you complete and **bring the new patient registration forms** with you to the appointment. Also, bring with you the following:

- The medications you are currently taking in their original containers.
- Health insurance cards, driver's license and credit card.
- Referral or Authorization (if required by your insurance company).
- Medical records. Please have your pertinent medical records mailed or faxed to our office before your appointment date. Our fax number is 727-545-8263. Your doctor will specifically require your most recent EKG, any lab work and primary care doctor's notes.

Please fill out the pink "bubble cards" prior to your appointment and bring them with you. These pink "bubble cards" will be mailed to you after your first appointment is scheduled. There are 2 cards that need to be filled out; please include information on each section and on both sides of both cards. Please use pencil and fill in the circles completely. Do not use checkmarks or write between the sections. It is imperative that these be completed prior to your appointment. The physician must have this information prior to the appointment time.

If you presently have a Living Will or Advanced Directive, we request that you supply us with a copy for our records. If you would like assistance filling out a Living Will or Advanced Directive, we will assist you with this. However, it is the policy of the Bay Area Heart Center that should a patient suffer a cardiopulmonary arrest while in the office, all reasonable attempts will be made to resuscitate (revive) the patient.

We look forward to seeing you at our office, and ask that you call us if you have any questions.

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