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**PEE DEE
CARDIOLOGY
ASSOCIATES, P.A.**
Caring for the Hearts of the Pee Dee

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Thank you for choosing Pee Dee Cardiology Associates, PA. In order to serve you better we have implemented the following office policies:

- For your first new patient visit, please arrive 20 minutes prior to your scheduled appointment time.
- The enclosed new patient paperwork must be completed prior to your arrival to the office for your initial visit. The first sheet is to be filled out completely. On the following sheets we ask that you fill out the highlighted information only.
- Upon signing in, you will be required to provide an up to date copy of your insurance card and your social security card. Also, your co-payment will be collected at this time. It is your responsibility to know the amount of your co-payment due.
- All bottles of medications are to be brought to every appointment. Please be sure to include any over the counter medications or vitamin supplements that you may be taking.
- Cancellations of appointments: We require the patient to call 24 hours prior to the scheduled appointment time so that we may be able to accommodate other patients in that available time slot.
- We have a pharmacy message line available for patient convenience. All medication requests must be called in no later than 4:00pm Monday-Thursday and 3:00pm on Fridays. Please allow 24-48 hours for refill requests to be completed. Please note that our physicians do not call in narcotic medications at any time.
- When leaving messages for the medical staff, please allow appropriate response time before leaving another message.

Please initial here _____ that you have read and understand our office policies.

Again, we ask that you please complete and bring with you the enclosed paperwork. It is important that it is completed prior to your appointment. We look forward to seeing you in our office. If you have any questions, please contact us at (843) 667-1891. Thank you from the office staff of Pee Dee Cardiology Associates, PA.



Invasive and Interventional Cardiology • Electrophysiology • Noninvasive Cardiology • Nuclear Cardiology
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