

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

Thank you for scheduling an appointment with Doctor \_\_\_\_\_  
on \_\_\_\_\_. Your appointment check-in time is \_\_\_\_\_.

Please Remember to bring the following items with you to your appointment.

- ***Enclosed clinical questionnaire and medication list***
- Current Insurance cards (optical and medical insurance)
- Eyeglasses (all glasses that are currently used, even if broken)
- Sunglasses (to be used after pupil dilation for all new patients)
- Contact Lenses (lens packaging is helpful for new patients)
- All Eyedrops, ointments etc. (prescription and non-prescription)

**If you are unable to keep this appointment, kindly give our office at least 24 hours notice. Please note that our appointment policy includes a \$25 service charge for appointments missed without prior notice.**

**IMPORTANT:** It is each patient's responsibility to determine if an insurance plan has placed restrictions on the choice of office and/or doctor. Please refer to your directory of providers or contact your insurance company prior to your appointment.

***Bringing the above items and arriving promptly at your check in time will enable us to make your visit as efficient and thorough as possible.***

***Your "Eyecare Team" is looking forward to seeing you!***

*Dr. Michael Brooke* Michael Brooke OD

*Dr. Jodie Larson* Jodie Larson OD