

# Welcome to Arrowhead Plastic Surgeons

1360 Arrowhead Road, Maumee, OH 43537-1740

Arrowhead Plastic Surgeons is committed to providing high quality healthcare to all our patients. We will make every effort to ensure you receive the very best treatment, care and attention.

**Our physicians value their time with you; therefore it is imperative that the enclosed forms are completed prior to the appointment time.** Should you arrive at your appointment with incomplete information and do not have a chance to complete it before the time of your scheduled appointment, you may be asked to reschedule for later that day, if time is available. If not, a new appointment will have to be scheduled on another day.

If you have questions about any aspect of your appointment, please do not hesitate to contact our office at **419-887-7000**.

Please ensure that the following information (**forms available at [www.arrowheadsurgeons.com](http://www.arrowheadsurgeons.com) for your convenience**) is fully completed and contains all of your up-to-date details:

- Patient Information Form
- Medical History Form
- Financial Policy (Co-pays must be paid at the time services are rendered, as required by your insurance company. There will be a \$20.00 late fee for any co-pay not paid on the date of service.)
- Notice of Privacy Practices
- Communication Card

We strive to keep to appointment times, but if there are delays you will be updated regularly on how long you may have to wait. We appreciate your understanding in this regard and assure you that your scheduled time with us will not be rushed.

If you cannot keep your appointment, please contact our office. It is vital that you let us know, so that we can offer the appointment to another patient.

**We ask that you bring the following information with you to your appointment:**

- **All the completed forms sent to you in this packet.**
- **Your medical insurance cards, your driver's license or a government-issued photo ID.**
- **A list of medicines you are currently taking (including any bought over the counter).**
- **Any relevant x-rays or pathology results.**
- **Payment for your office visit co-pay.**
- **A list of any questions you may have.**

When you arrive at Arrowhead Plastic Surgeons please go to the reception desk where our receptionist will take your details, your insurance information, your driver's license or photo ID and ask you to sit in the waiting area or direct you to the appropriate office.

We value the relationship we have with our patients and appreciate that you have chosen us for your health care needs. Our commitment to excellence is reflected in your experience at Arrowhead Plastic Surgeons. Should your appointment fall short of your expectations in any way, please contact the Administrator at 419-887-4510.

## **Arrowhead Plastic Surgeons, Inc.**

Laurence Baibak, M.D., F.A.C.S.

C. Jeff Kesler, M.D., F.A.C.S.

A. Thomas Dalagiannis, M.D., F.A.C.S.

**[www.arrowheadsurgeons.com](http://www.arrowheadsurgeons.com)**