



ALLERGY & ASTHMA INSTITUTE

Welcome to our office! We appreciate the confidence and trust that you have placed in us and look forward to meeting you.

Attached to this email is our patient registration and new patient intake forms. Please print and fill out these forms and bring them with you to your first appointment. Please also bring any medications you take to the first visit.

We ask that you also take a moment to read over our Financial Policy, HIPAA disclosure, and Notice of Privacy Practice forms as you will have to sign for these **in the office**. These forms can be found on our website under the Patient Information tab. Please **do not print** these forms as you will be asked to sign electronically once in the office.

We would like to go over a few office policies:

1. Please arrive 20 minutes prior to your appointment time.
2. If you think you might need allergy skin testing, avoid all antihistamines 7 days prior to your appointment (see attached list). For further details visit our website. (Go to Patient Information tab, and select the box "First Visit Information").
3. Please call your insurance in advance and verify your benefits with regard to deductibles and copay for a specialist office visit and allergy testing. Payment will be due at time of service.
4. If your plan requires a referral it must be faxed to our office at least 48 hours prior to your appointment.
5. Please note, we do not accept personal checks.
6. Cancellations with less than 24 business hour notice may incur a fee.
7. Occasionally, Google Maps cannot accurately locate our office. We are at the corner of Medlock Bridge and Parsons in Duluth, right behind the American Commerce Bank. Visit our website for detailed instructions under the Contact Us tab.

If you have any questions please do not hesitate to call our office at 678-615-7878.

We look forward to meeting you.

Sincerely,

Dr. Lakshmi Reddy and Staff

P.S. Please visit our website at www.ReddyAllergy.com to learn more about us!