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Wheeler Family Medical Center  
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### **New Patient Instructions**

Thank you for your attention to the following items.

1. Please complete and bring the HIPPA Privacy Form and Financial Policy form with you to the office.
2. Bring your current active insurance card. If we cannot validate your insurance we will have to reschedule your appointment at a time when you can provide us with valid insurance card.
3. Bring your co-pay amount (cash, credit card, or check).
4. Please arrive 15 minutes before your scheduled appointment time so that we can process your forms and co-pay.
5. If you arrive late for your appointment we will try to accommodate you but you will be delayed. If you arrive 30 minutes or more late we will have to reschedule your appointment.