

REFERRAL INFORMATION

The physicians and staff of Alpharetta/Cumming Internal Medicine appreciate the opportunity to provide you with medical care. As part of our service to you, we are happy to obtain referrals when required by your insurance company for specialty doctors provided that we are notified **2 BUSINESS DAYS BEFORE YOUR SCHEDULED APPOINTMENT.**

It is your responsibility to call your insurance company to inquire if your plan requires a written referral. If a referral is required, **SCHEDULE YOUR APPOINTMENT WITH THE SPECIALIST.** Call our office at **770-475-2377---option #5.** Leave the following information:

PATIENT NAME

REFERRING DOCTOR

INSURANCE COMPANY

DIAGNOSIS/PROBLEM

DATE OF APPOINTMENT

SPECIALIST'S NAME

PHONE NUMBER AND FAX NUMBER OF SPECIALIST

The office does not call back to let you know the referral has been done. Referrals are processed no earlier than 1 week before the appointment.

Thank you for your cooperation.