

Manish K. Gupta, M.D.

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Dear Patient:

To take care of your needs in a timely manner, please go through the following check-list of items, and let us know before leaving our office today if any of these items are needed. Also, if you need any other special/specific service done that is not listed; please ask for it today while we have your chart.

1. Prescriptions, including refills, physical therapy, orthotics, or any other special items needed for your recovery or care.
2. A form for work, including specific instructions.
3. MVA form for disability parking. This must be the original form obtained by you from the MVA. They will not accept faxed or copied forms.
4. Disability forms or insurance forms that need to be completed are to be left at the front desk. Please note that 3-5 days is needed for completion and there is a \$10.00 pre-pay charge per form.
5. We are able to provide copies of x-rays on disc for a fee of \$15.00 per disc.
6. Please make your appointment before you leave the office.

Please note the following:

This is an orthopedic office, which at times gets backed up due to the fact that we try to allow each of our patients' adequate time to go over their treatment plans and concerns. Please be aware that you will receive that same care when you are in the exam room. Your patience is appreciated.

1. Calls will be returned within 24 hours. Do not leave more than one message for the same reason.
2. Dr. Gupta or one of his assistants may return your call.
3. All prescriptions should be taken care of during your office visit; however, if a refill needs to be called, **please call your pharmacy and request a refill**, allow twenty-four hours for processing and forty-eight hours for those that need to be mailed.

Thank you in advance for helping us care for you more efficiently.

Manish K. Gupta, M.D.