



EXCELLENCE IN UROLOGIC CARE FOR OVER 60 YEARS

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Welcome to Urology Ltd.

It is our goal to make your visit with us a smooth and comfortable one. We have been, and continue to be, committed to the highest of ethical standards in the conduct of our healthcare and business operations.

We demand of ourselves full compliance with all federal, state and local laws. We are committed to preventing, detecting and disciplining any unethical behavior.

We ask that you complete each form in the attached packet, making sure every line is filled in. This will make our job in assisting you that much more efficient. Please also take the time to read each form carefully so that you are familiar with our policy.

If you have insurance, please bring your insurance card(s) with you. Also, we ask that you bring a photo ID as well. Present all information to the receptionist upon arrival to the office.

It is your responsibility to know your insurance benefits. If your insurance requires that you have a referral or you are bringing records from your physician, you must bring these with you to your appointment or you will be rescheduled. If you make arrangements to have these faxed, please call at least two days prior to your appointment to make sure they have arrived. If they have not arrived, we will let you know so that you can call for them as this is the responsibility of the patient. Please do not rely on your primary care physician's office to do this for you.

**Please be aware that we are not contracted with some insurance companies (even though we may be listed on their internet site and a customer service representative may state that we do). Please check your card and call your insurance company to verify. When calling your insurance company, give our Elgin office address listed above and ask for the tax ID number being billed. Then call our office so we can confirm that it is the correct tax ID number.**

If you have any questions regarding any of the forms in your packet, please do not hesitate to contact our office.

We appreciate your choice of Urology Ltd. for your healthcare needs.

Sincerely,

The Physicians and Staff  
Urology Ltd.