

TESSERAE GENETICS

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In order to schedule your appointment, please use the following checklist for preparation.

1. Fill out the attached paperwork completely for what best applies to the patient. (The top two sheets are for your records.)
2. Fax or mail the paperwork back to the number or address given below.
We must receive all paperwork prior to the appointment.
3. Use the enclosed form to request that the patients other doctors send records. It is especially important for us to have results of any previous genetic or diagnostic testing that may have been done from the following:

<input type="checkbox"/> Neurologist	<input type="checkbox"/> Developmentalist
<input type="checkbox"/> Other Geneticist	<input type="checkbox"/> Any hospital visit since birth
<input type="checkbox"/> Any other specialist	<input type="checkbox"/> (including NICU/PICU)

Again, we must receive all paperwork prior to the appointment.
4. Bring your drivers license and insurance card. If your insurance requires a referral, it is your responsibility to make sure we have one on file. If a referral is needed and not received from your primary doctor, you will be asked to pay \$200 at the time of the visit.
5. Bring only cash or checks for any payments. The office will assess a \$20 sample shipping and handling fee for non-routine specimens payable as necessary at the time of the visit.
We do not take credit or debit cards
6. Bring photos of the patient and the family.
7. Do NOT bring children other than the patient to the clinic visit. If your child is likely to need attention, please bring another adult to baby-sit during the discussion part of the visit.
8. Failure to show up for an appointment will result in a rescheduling fee. It is \$35 for new patients and \$25 for established patients. To avoid this, please contact us at least 24 hours before the appointment to cancel or reschedule.

Once both the completed paperwork AND the medical records have been received, you will be contacted by our office to set up your appointment. If you have not received a call from our office within one week after your information should be received, please call our office for an update. Thank you for understanding.

We look forward to continuing your care,

Tesserae Genetics