

**WELCOME!**



We would like to take this opportunity to welcome you to our practice and to thank you for choosing our physicians for your cardiology needs. You are the most important person in our office. At Atlanta Cardiology we strive to provide the best possible medical care. We look forward to providing personalized and comprehensive healthcare that focuses on wellness and prevention. As continuity and coordination of patient care is essential in meeting your healthcare needs, our physicians, nurses, medical assistants, and office staff work closely in a team approach to support patient care.

We encourage you to visit our website at <http://www.atlantaheartdocs.com> to learn more about our practice.



**PHONES:** Our phones are available Monday-Friday during the normal business hours listed below. After hours, calls will be answered by our answering service.

Monday	Tuesday	Wednesday	Thursday	Friday
7:30 a.m.- 4 p.m.	7:30 a.m.- 4 p.m.	7:30 a.m.- 4 p.m.	7:30 a.m.- 4 p.m.	8 a.m. - 12 p.m.

**EMERGENCIES:** If you are experiencing a life-threatening emergency, please call 911. If you have an urgent problem, please call our office to speak with the nurse.



**SCHEDULING AN APPOINTMENT:** Requesting an appointment can be done via the web or by calling the office during normal business hours. For new patients, an appointment can be requested through our website. Established patients may use our patient portal (Healow).

*Should you need to cancel or reschedule an appointment, we do ask that you notify our office at least 24 hours prior.*



**WHAT TO BRING TO YOUR NEW PATIENT APPOINTMENT:** In order to make your appointment as efficient as possible, please bring or provide the following:

- Your insurance card(s) and valid identification
- New patient paperwork (available on our website)
- Copay, deductible, and/or coinsurance is required at the time services are rendered. For your convenience, we accept all major credit cards, checks, and cash.
- If your health insurance requires a referral for you to see a specialist, please contact your PCP and request a referral. A copy of the referral should be sent to our office prior to your appointment.
- **Please have relevant medical records faxed to our office prior to your appointment.**

**ESTABLISHED PATIENT APPT:**

- Please provide our office with changes in your demographics and /or insurance.
- Consent forms are updated on a yearly basis
- New insurance cards are required at the beginning of a new year or if you've changed insurance plans throughout a current year.

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**MEDICAL RECORDS:** Please allow at least 7-10 business days for processing. For your convenience, an authorization form to release medical records from our office is available on our website. The form can be faxed to our office at 404-796-7099 or emailed to [info@atlantaheartdocs.com](mailto:info@atlantaheartdocs.com).

- If you are requesting records to be sent to our office from a different physician, you may print page 4 of the "New Patient Packet" available on our website.

**PRESCRIPTIONS:** All prescriptions and refill request should be requested during normal business hours. Please allow 24-48 hours for our nurse to process your request. For renewal of medication, please contact your pharmacy first.

**Thank you for your attention to information provided above. We look forward to seeing you soon!**