



Goshen Medical Practice

2240 Karisa Drive Suite 1 – Goshen, IN 46526

Phone 574-534-6757 – Fax 574-537-0357

Dear Valued Patient,

Welcome to Goshen Medical Practice! Please fill in the following forms completely and return them to the office at your earliest convenience. Following are a few points to consider that will enable us to serve you better:

- Please bring all your medication bottles with you at EACH visit.
- Remember to take them with you in the event of an emergency room visit.
- Always try to come at least 10 minutes before your appointment time.
- Please try to call ahead if you are running late for your visit and give at least 48 hours notice of appointment cancellations.
- Please bring a list of all issues/complaint that you need to discuss, and be aware that not all of them may be addressed in one visit.
- Please bring a list of all medications you need to be refilled, give the list to the nurse BEFORE you see the doctor.
- Please inform the nurse if you have been to any other physician office or emergency room since your last visit.
- Also, inform the nurse if any of your medications have been changed or dosage adjusted since your last visit.
- When calling in refills, allow at least 48 hours for those to be processed.
- Please use our Patient Portal to request refills for the most efficient service.
- When there are questions regarding more than 1 patient (i.e. a spouse), please be sure to schedule an appointment for each patient, allowing adequate time for your concerns to be addressed.

Please feel free to share and comments or concerns, and welcome to the office!

Thanks,

Goshen Medical Practice

Different. **Better.** Period.