

# Toledo Clinic ENT

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Welcome to the office of Drs. Jenkins and Perry. Please read carefully the following information concerning your upcoming visit.

- Complete the enclosed paperwork (**PLEASE USE BLACK INK**) and bring completed the day you come for your appointment. **If it is not completed upon arrival, your appointment time may be delayed.**
- Please contact your insurance company and make sure your provider is in network.
- If your insurance requires a referral, it is your responsibility to have your PCP or referring doctor submit this to your insurance company.
- Bring your insurance card(s) and a picture ID with you to your appointment.
- **Please be prepared to pay your co-pay at the time of your visit.**
- If you need to change or cancel your appointment, please call the office to avoid being charged a no-show fee.
- **IF YOU ARRIVE MORE THAN 15 MINUTES LATE FOR YOUR APPOINTMENT, YOU MAY BE ASKED TO RESCHEDULE.**

Our office hours are Monday-Friday 8:00 am – 4:30 pm. Our phones are turned off from 12:30 pm -1:00 pm for lunch. We are looking forward to meeting you!

The Staff of Toledo Clinic ENT