



Dr. Thomas M. Herrmann
Dr. Steven W. Kreamer
Dr. Peter J. Fodor
Dr. Melissa A. Cavallaro

Podiatric Medicine, Sports Medicine, Foot & Ankle Surgery

WELCOME.....

We want to welcome you to Lancaster County Podiatry. Enclosed please find forms that we will need you to fill out. Return these forms to the office in the self addressed, stamped envelope enclosed as soon as possible so this information can be entered into our computer before your appointment. If you cannot mail these forms so they are received prior to your appointment, please bring the completed forms along to your scheduled appointment. Please bring along your insurance card and any billing information needed to submit your claim.

If your insurance requires a referral, please check with your primary care physician to make sure all necessary paperwork was done or bring the actual referral along with you to your appointment. Please be prepared to pay any copay at time of service.

Please arrive 15-30 minutes prior to your appointment time in order to process the paperwork. If you need any further information, have questions or need directions, please call the office so that we may assist you.

We would like to take this opportunity to explain our appointment no show and cancellation policy to you. When patients do not show for appointments, or cancel on short notice, many things happen. First, your treatment is delayed, which in some cases can further complicate your condition. Second, another patient waiting for care cannot be seen because we didn't have sufficient time to make necessary arrangements to see them.

CANCELLATIONS REQUIRE 24 HOUR NOTICE

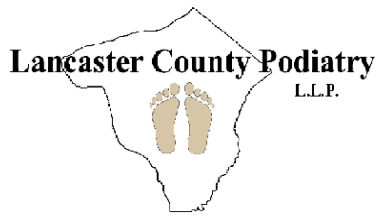
We do understand that occasionally situations may arise which require you to reschedule your appointment with us. However, due to the reasons listed above, there may be a charge for appointments changed or cancelled with less than 24 hour notice. Failure to give 24 hour notice or no-showing for an appointment can result in a charge of \$25.00 on the patient's account.

Late arrivals also hinder patient care. All appointments have been designed to allow the appropriate time for your procedure/visit. Your late arrival may limit our ability to be as detailed as we desire. Because of this, we may ask you to reschedule your appointment.

912 W. Main St. Suite 401
New Holland, PA 17557
717-656-0344

804 Grandview Dr., Ste 1
Ephrata, Pa 17522
717-733-2251

104 E. Main St.
Lititz, PA 17543
717-626-1516



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