



Dear New Patient:

Welcome to Nurture Functional Medicine. Please do your best to fill out the requested information on the health questionnaires completely and accurately. If you have any questions, please call our office and we will be happy to assist you. The thoroughness and completeness of this information improves our ability to help you. It enables us to review your documents before your visit, determine whether we are able to address your health needs, and take better advantage of your appointment time.

We will contact you to let you know we have received and reviewed your information and to schedule your initial appointment. This is based on the order in which we receive the intake medical history. This can be completed securely online once we you receive an invitation to the secure portal. If necessary, the paper forms can be completed and sent two weeks prior to your initial appointment. **When your initial appointment is scheduled, please have copies of your recent lab tests and pertinent diagnostic studies faxed to our office.** This should include tests/studies over the last 12 months. If applicable, request your most recent mammogram and pap test results.

Request these records from the ordering providers at least 2 weeks before your visit. You can use the "Authorization to Release Medical Records" form on the "Forms and Fees" page to make these requests. On this form, please indicate that records should be faxed to us no later than 1 week before your appointment. This will allow time for the records to be copied, sent, and incorporated into your medical history.

It is important to be on time for your appointment. If you are late, you limit the time we can spend learning about you and beginning your care. We schedule one hour for the initial evaluation and in total, you can expect your appointment to last 1 1/2 to 2 hours. This includes reviewing the completeness of your medical history, physical exam, explaining test orders, and creating a preliminary plan. A map to our office location is included on the "Contact" page of our website.

As a courtesy, allow at least 2 business days advance notice if you need to reschedule or cancel your appointment. Payment can be made with cash, personal check or credit card (Visa, MasterCard and Discover are accepted) and is due at time of service. A complete list of our policies is available on our website www.NurtureFunctionalMedicine.com.

Please do not hesitate to contact us should you have any questions. We look forward to meeting you.

Respectfully,

Alison J Hoffmaster PA-C IFMCP