



Welcome to the National Dizzy & Balance Center (NDBC). In preparation for your first appointment, we are sending you forms to review and complete prior to your appointment. The questions relate to your current and past medical history. Please bring the completed forms, as well as any records that may assist our medical providers in your care; imaging reports (MRI, CT), audiology (hearing test, VNG/ENG) and specialty consultation reports may be particularly helpful to have at your appointment.

APPOINTMENT INFORMATION

You're appointment is scheduled for:

Date: _____ Time: _____

You are scheduled to see the following NDBC provider(s):

- o Sunanda Apte, MD Physician
o Thomas McNiff, MD Physician
o Edward Rutledge, MD Physician
o Mark Cheple, AuD Audiologist
o Elle Hawkinson, AuD Audiologist
o Cori Birkholz, AuD Audiologist
o Jessica Amling, PT Physical Therapist
o Katie Arndt, PTA Therapy Assistant
o Richelle Dack, PT Physical Therapist
o Rachel DeWitt, PT Physical Therapist
o Jannel Kammerer, PT Physical Therapist
o Katie Larsen, PT Physical Therapist
o Pat Maetzold, PT Physical Therapist
o Andrea Mierau, PT Physical Therapist
o Sara Oxborough, PT Physical Therapist
o Chris Pearson, PT Physical Therapist
o Wendy Rader, PT Physical Therapist
o Lisa Schlieff, PT Physical Therapist
o Chelsea Swanson, PT Physical Therapist

A complete description of the Evaluation and/or Testing services for which you are scheduled can be found in the accompanying "About Our Services" brochure. Patients seeing an audiologist for Neurotologic Testing, please review restrictions. Patients seeing a physician for Post Concussion Evaluation, please review the appointment description.

We require that you arrive at least 15 minutes prior to your appointment time to allow for check in, verifying insurance information, and reviewing any additional forms that may be needed. Failure to arrive at the designated time may result in the cancellation of your appointment. Due to a new federal law designed to protect consumers from identity theft, we ask that you bring a government issued photo ID to your appointment. This ensures no one else can use your insurance information to receive medical treatment. Please come prepared with your insurance card(s) and photo ID.

Copays, as defined by your insurance policy, are due at the time of your appointment. Your insurance policy may require a copay for each provider with whom you are scheduled on the same day, so you may have more than one copay for more than one appointment on the same day. In addition, our physical therapists are required to bill specific tests under a supervising NDBC physician, so more than one copay may be required at some appointments. As a service to you, our business office will bill your insurance for services received at NDBC. You are ultimately responsible for any account balance after insurance reimbursement. For your convenience, we accept cash, check, money order, and the following credit cards: Visa, Mastercard, American Express, and Discover.

We have found that patients who consistently attend appointments have greater success rates. Please make every attempt to attend your scheduled appointments. If you need to cancel or reschedule an appointment, please contact our clinic with proper notice at least 24 hours (physician and physical therapist) or 48 hours (audiologist) prior to your appointment. Without proper notice, we cannot provide convenient opportunities for evaluation, testing and treatment to other patients. NDBC reserves the right to enforce same-day scheduling for patients who do not provide proper notice.

CLINIC LOCATIONS

Maps and directions available at www.nationaldizzyandbalancecenter.com, or if you need assistance:

- o Burnsville 162 Cobblestone Lane Burnsville, MN 55337 (952) 808-9000
o Coon Rapids 320 Coon Rapids Blvd, #200 Coon Rapids, MN 55433 (763) 786-6900
o Edina 6700 France Avenue, #300 Edina, MN 55435 (952) 345-3000
o St. Paul 360 Sherman Street, #390 St. Paul, MN 55112 (651) 221-0303

We look forward to providing you with expert and friendly care. Please contact us with any questions.