



Dear \_\_\_\_\_:

Your appointment with Dr. / PA \_\_\_\_\_ will be at suite M-424 on the fourth floor of Bronson Methodist Hospital's Medical Office Pavilion on \_\_\_\_\_ at \_\_\_\_\_.

If you need to cancel or reschedule your appointment, we need at least 24 hours notice. A \$25.00 fee may be charged without proper notice.

**Important items to bring with you:**

- Insurance card(s)
- Photo identification
- Completed forms (included in this packet; please do not mail)
- X-ray films or CD (if applicable)

At check-in, our staff will scan your personal I.D. or driver's license and insurance card(s). You will be asked to review, update and sign various forms, including your personal information and health history.

**Allow us to review important details to prepare for your visit.**

There are many insurance plans with different benefits and coverage. Please understand your coverage and authorization requirements. Your insurance plan may require authorization from your family physician or plan representative before you visit a specialist, and you may be required to do so for every visit. Your insurance company can provide details. Please obtain required authorization(s) before you visit our office.

**Bronson is committed to providing you with a caring and positive experience.** Our surgeons are often called to assist an emergency patient. We will make every effort to contact you if your appointment is delayed or cancelled due to an emergency. Please provide our office with a contact number where you can be reached Monday through Friday, between 8 a.m. and 5 p.m.

**Bronson MyChart**

Our offices are connected with an electronic medical record so your care is easily coordinated among all of your Bronson doctors. And you can partner in your care through Bronson MyChart — an online health record that gives you free and secure access to information about your health. It helps you to quickly request appointments, talk with your doctors, order prescription renewals and view test results. Ask our staff to help you open your account.

If you have questions, please call (855) 618-2676.

Thank you for choosing Bronson.

David J. Christ, MD  
Scott A. Free, MD  
Bernard A. Roehr, MD  
Bruce A. Rowe, MD  
James T. VanHuysen, DO  
Jae Green, PA-C  
Charles Schenk, PA-C  
Lindsey Spieles, PA-C  
Heather VanSchoick, PA-C