



Dear Patient:

Welcome to Gaskin Family Chiropractic. We are pleased to have you as a patient in our practice and look forward to seeing you at your appointment. Please check in 15 minutes prior to your appointment time to process your paperwork. We are located at 3425 Pemberton Square Blvd., STE A. (left side door entrance | within the Vicksburg Family Dental Building).

Our commitment is to give you the best care and treatment that you deserve. As part of your treatment, we ask that you complete the information asked in the [www.mypatientsite.com](http://www.mypatientsite.com) and thoroughly complete the **New Patient Forms 1 and 2** and **Payment Policy** before coming to the office. If you are unable to use the mypatientsite.com link, please fill out the **Patient Information Sheet** In addition, please bring the information listed below.

- All x-rays, MRI's or CT scans and reports related to your spine.
- All medical records that are related to your current complaint (eg. Injection reports, pain management records, op reports).

All of these items are very important to your visit. If any of the required items are not brought to your initial visit, we may need to re-schedule your appointment.

Please remember to bring your insurance card and a photo I.D. Your copayment, and any unmet deductible and coinsurance will be collected at the time of your appointment. Even though, we will be making a copy of your insurance card, please fill out the insurance information completely. Not all the information needed to submit your insurance claim is on your card. Please pay special attention to the "guarantor or insured party" section. **If your insurance is not under your name and we don't have the insured party's information, the claim will not be paid.**

Here are some ways to make sure that your first visit with us is a great one:

1. Allow enough time. Reserve about 45 - 60 minutes for your first visit. This gives us enough time to conduct a thorough examination and evaluate our findings. Future visits will be considerably shorter.
2. Supply authorizations. If your case requires employer approval or was the result of a traffic accident, bring the needed authorizations, accident report, contact information and policy numbers. We will see you for your first visit; however, subsequent visits will be postponed until all billing information and approval is received. Even if you have retained an attorney, our clinic requires either your personal health insurance, personal car insurance and/or the 3rd party's car insurance information. No exceptions.
3. Please WEAR or BRING:
  - Please bring orthotics, if used.
  - Ladies requiring shoulder or neck exam should wear a sports bra or a loose tank top.



- Gentlemen requiring lower back work should wear loose/unfitted pants.
- Please do not wear dresses, skirts, leggings, pantyhose, or tight jeans, if you have lower back or lower extremity complaints.

4. Bring your eyeglasses

5. Office Hours: 8:00 a.m. to 5:00 p.m. Monday - Thursday. By appointment only on Fridays and Saturdays, 8:00 a.m. to 11:00 a.m. Lunchtime: 12:30 p.m. to 2:00 p.m. (no doctor on site; but open)

Thank you for scheduling with Gaskin Family Chiropractic.

GFC

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Gaskin Family Chiropractic

Dr. Kenya Gaskin | Clinical Director | [info@gaskinchiro.com](mailto:info@gaskinchiro.com) 3425A Pemberton Square Blvd., Vicksburg, Mississippi 39180 [www.gaskinchiro.com](http://www.gaskinchiro.com) | 601.619.7122 | f 601.813.0870

**Social Media**

<https://www.facebook.com/GaskinFamilyChiropractic>

Twitter: @drgaskinadjusts

Instagram: @gaskinfamilychiropractic

#trychiropractic #choosegaskinchiropractic