



NORTH TEXAS CENTER FOR **ORAL & MAXILLOFACIAL SURGERY**

APPOINTMENT CHECKLIST

Please read & complete prior to your appointment

Welcome to North Texas Center for Oral & Maxillofacial Surgery. In order to make your appointment go as smoothly as possible, please review and complete the following items on this checklist.

- **Please make sure to bring all Medical Insurance Cards**
- **Please make sure to bring all Dental Insurance Cards** (If applicable –If you do not have a card for your dental insurance plans, please have your identification and group numbers, and correct mailing address for claims.)
- **Please make sure to have a valid Photo ID** (we will make copy for our records.)
- **Completed Patient Information Sheet**
- **Completed Medical History Form** (Please provide a list of all current medications taken on a regular basis, including over-the-counter.)
- **Signed and dated HIPAA Form**
- **Referring Doctor Prescription/Referral Form** (If applicable, your doctor can also email referral to info@omssurgerycenter.com or fax it to 817-490-1442.
- **X-Rays from referring Doctor** (If applicable – we can take x-rays on the day of your visit)
- **Co-Pay** (If applicable)
- **On your first appointment, please check in with the front desk 15 minutes prior to your scheduled appointment.**
- **To make the most of your appointment, be sure to be prepared with any questions to ask your doctor or express any concerns you have.**

**PLEASE CALL US WITHIN 48 HOURS IF YOU NEED TO CHANGE
OR CANCEL YOUR APPOINTMENT**

817-490-9979