



Sports Medicine & Orthopedic Center, S.C.

OUR TEAM

Donald J. Zoltan, M.D.
Orthopedic Surgeon

Brian E. Black, M.D.
Children's Orthopedic Surgeon

David L. Coran, M.D.
Orthopedic Spine Surgeon

John A. Schneider, M.D.
Orthopedic Hand and
Upper Extremity Surgeon

Damian C. Kosempa, M.D.
Orthopedic Surgeon

Thomas A. Pietrocarlo, D.P.M.
Podiatrist–Foot Specialist

Harvey S. Kohn, M.D.
Orthopedic Surgeon

Gary N. Guten, M.D.
Founder
Orthopedic Surgeon

William J. Pauers, M.B.A.
Executive Director

LOCATION

Greenfield
3033 W. Layton Avenue
Greenfield, WI 53221
P 414.647.0033
1.800.222.7997
F 414.647.0079

www.orthoped.com

Dear _____

Enclosed please find important information regarding your upcoming appointment.

APPOINTMENT INFORMATION:

- an appointment card indicating the date, time and location of your visit
- a map with direction to the Greenfield / Layton Avenue location
- a brochure describing the Sports Medicine & Orthopedic Center physicians
- forms to complete and sign prior to visit to expedite the registration process

INSURANCE INFORMATION:

- health insurance card(s)
- WI driver's license or photo ID (required by new identity theft regulations)
NOTE: If patient is a minor child, parent must provide photo identification
- workers compensation and/or motor vehicle accident information
- co-pay (must be paid on the date of service as per insurance contract)
- referral from primary care doctor if required by your insurance

BRING WITH YOU (in addition to completed forms and insurance information):

- X-ray films/disc and reports (MRI, CT, myelogram, discography, EMG, etc.)
- prior pertinent medical records (surgery, etc.) – can be faxed or brought to visit

Failure to provide all necessary information may necessitate rescheduling of the appointment. It would be best for you to **dress comfortably**. You should bring a pair of shorts to change into if you anticipate examination of your legs and/or feet.

Please refrain from **cell phone** use in our office out of respect for the doctors, staff and other patients. Due to health concerns, please do not wear perfume to our office.

The Sports Medicine and Orthopedic Center protect the **confidentiality** of your health information and complies with all state and federal regulations governing these privacy practices. A written Notice of Privacy Practices is available to you. Our office requires 24-hour notice to avoid a charge for no show or late cancellation.

We are looking forward to meeting you and getting acquainted. If we can be of further assistance before your visit, please feel free to contact us at (414) 647-0033.

Sincerely,

Sports Medicine & Orthopedic Center

Enclosures