



**Welcome to Albuquerque Vein & Laser Institute.** We are proud to be one of New Mexico's only practices dedicated exclusively to the diagnosis and treatment of vein disorders. Our goal is to help you overcome the embarrassment and discomfort of varicose veins so that your legs look and feel their best. We look forward to meeting you and are committed to providing the most comprehensive office-based vein care treatments available.

**Albuquerque Vein & Laser Institute** was founded by Robert Cutchen, MD, RVS. Dr. Cutchen is board certified by the American Board of Phlebology and is a Registered Vascular Specialist. He offers expertise in vein care with many treatment options. Our combination of treatments includes a variety of minimally invasive procedures that provide beneficial medical and cosmetic results.

Your consultation is comprised of a thorough evaluation including complete medical history, physical exam, and when indicated, duplex ultrasound of your legs to evaluate the size and function of your veins. Finally, we will discuss any treatment options that may be indicated.

Enclosed are several items that will acquaint you with our practice and provide information about your upcoming appointment. We encourage you to take a few moments to look through this packet. If you have any questions or concerns, please feel free to call a member of our staff.

At **Albuquerque Vein & Laser Institute**, we understand your time is valuable. Our goal is to provide quality healthcare in a timely manner. Please complete the enclosed forms, both front and back, and bring them with you to your appointment. Please arrive 10 minutes before your scheduled appointment to allow time for the check-in process.

1. Please complete the enclosed patient information form and health history questionnaire and bring the completed forms with you to your appointment.
2. Please read and sign the Patient Financial Information form and the Notice of Privacy Practices form.
3. Bring all insurance cards with you.
4. If you are a member of an HMO, check that your referral has been sent.

Insurance benefits are very complex and we ask that you carefully review the benefits and guidelines of your policy before your appointment.

Although your insurance coverage can help provide payment for your medical care, please remember that you are ultimately responsible for all charges incurred.

If you are unable to keep your scheduled appointment, please notify us 48 hours in advance. Scheduled appointments that are not cancelled will be charged a "No Show Fee" of \$100.

If a procedure is recommended for you, our office staff can provide general guidelines whether a particular insurance carrier usually covers a procedure, but we cannot tell you if they will pay for your specific case. It is important for each patient to verify their own coverage. You are fully responsible for knowing your policy's coverage and all charges not paid by your insurance carrier.