



Welcome to the National Dizzy & Balance Center (NDBC). In preparation for your first appointment, we are sending you forms to review and complete prior to your appointment. The questions relate to your current and past medical history. Please bring the completed forms, as well as any records that may assist our medical providers in your care; imaging reports (MRI, CT), audiology (hearing test, VNG/ENG) and specialty consultation reports may be particularly helpful to have at your appointment.

APPOINTMENT INFORMATION

Date: _____ **Time:** _____

You're appointment is scheduled for:

You are scheduled to see the following NDBC provider(s):

- | | | | |
|-----------------------|--------------------|-----------------------|--------------------|
| ○ Sunanda Apte, MD | Physician | ○ Jannel Kammerer, PT | Physical Therapist |
| ○ Thomas McNiff, MD | Physician | ○ Katie Larsen, PT | Physical Therapist |
| ○ Edward Rutledge, MD | Physician | ○ Pat Maetzold, PT | Physical Therapist |
| ○ Mark Cheple, AuD | Audiologist | ○ Andrea Mierau, PT | Physical Therapist |
| ○ Elle Hawkinson, AuD | Audiologist | ○ Sara Oxborough, PT | Physical Therapist |
| ○ Cori Birkholz, AuD | Audiologist | ○ Chris Pearson, PT | Physical Therapist |
| ○ Jessica Amling, PT | Physical Therapist | ○ Wendy Rader, PT | Physical Therapist |
| ○ Katie Arndt, PTA | Therapy Assistant | ○ Lisa Schlieff, PT | Physical Therapist |
| ○ Richelle Dack, PT | Physical Therapist | ○ Chelsea Swanson, PT | Physical Therapist |
| ○ Rachel DeWitt, PT | Physical Therapist | | |

A complete description of the Evaluation and/or Testing services for which you are scheduled can be found in the accompanying "About Our Services" brochure. **Patients seeing an audiologist for Neurotologic Testing, please review restrictions. Patients seeing a physician for Post Concussion Evaluation, please review the appointment description.**

We require that you **arrive at least 15 minutes prior to your appointment time** to allow for check in, verifying insurance information, and reviewing any additional forms that may be needed. Failure to arrive at the designated time may result in the cancellation of your appointment. Due to a new federal law designed to protect consumers from identity theft, we ask that you bring a government issued photo ID to your appointment. This ensures no one else can use your insurance information to receive medical treatment. **Please come prepared with your insurance card(s) and photo ID.**

Copays, as defined by your insurance policy, are due at the time of your appointment. Your insurance policy may require a copay for each provider with whom you are scheduled on the same day, so you may have more than one copay for more than one appointment on the same day. In addition, **our physical therapists are required to bill specific tests under a supervising NDBC physician, so more than one copay may be required** at some appointments. As a service to you, our business office will bill your insurance for services received at NDBC. You are ultimately responsible for any account balance after insurance reimbursement. For your convenience, we accept cash, check, money order, and the following credit cards: Visa, Mastercard, American Express, and Discover.

We have found that patients who consistently attend appointments have greater success rates. Please make every attempt to attend your scheduled appointments. **If you need to cancel or reschedule an appointment, please contact our clinic with proper notice at least 24 hours (physician and physical therapist) or 48 hours (audiologist) prior to your appointment.** Without proper notice, we cannot provide convenient opportunities for evaluation, testing and treatment to other patients. NDBC reserves the right to enforce same-day scheduling for patients who do not provide proper notice.

CLINIC LOCATIONS

Maps and directions available at www.nationaldizzyandbalancecenter.com, or if you need assistance:

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| <input type="checkbox"/> Burnsville
162 Cobblestone Lane
Burnsville, MN 55337
(952) 808-9000 | <input type="checkbox"/> Coon Rapids
320 Coon Rapids Blvd, #200
Coon Rapids, MN 55433
(763) 786-6900 | <input type="checkbox"/> Edina
6700 France Avenue, #300
Edina, MN 55435
(952) 345-3000 | <input type="checkbox"/> St. Paul
360 Sherman Street, #390
St. Paul, MN 55112
(651) 221-0303 |
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We look forward to providing you with expert and friendly care. Please contact us with any questions.