



Dear \_\_\_\_\_,

We'd like to take a moment to welcome you as a new patient of Lancaster Depew Chiropractic. Thank you for choosing us. We look forward to partnering with you to address your concerns, and we will do all we can to ensure you achieve the most successful result. Our goal is to help you achieve yours.

Your appointment has been scheduled for \_\_\_\_\_ at \_\_\_\_\_. If you are unable to keep your appointment, please call our office within 24 hours of your scheduled appointment there is a \$25.00 no show fee that you will be responsible for due to the additional time slot booked for a first-time visit.

Enclosed you will find the necessary forms to be filled out in compliance with our office policies, as well as your insurance carrier. We ask that you arrive approximately 30 minutes before your scheduled appointment with your paperwork complete so that we can review it and obtain the proper insurance information and photo ID needed to complete your file. In order to ensure a thorough initial visit with the doctor, incomplete paperwork may result in your appointment being rescheduled.

As a new patient we will provide you with a gown and shorts to change into for the initial examination. If you feel more comfortable bringing a pair of your own shorts, we welcome you to do so.

If you have any questions prior to your appointment please do not hesitate to give us a call.

We look forward to meeting you.

In good health,

*Jason Cichocki, Peter J. Guzinski, D.C., Sarah L. Soper, D.C.*  
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