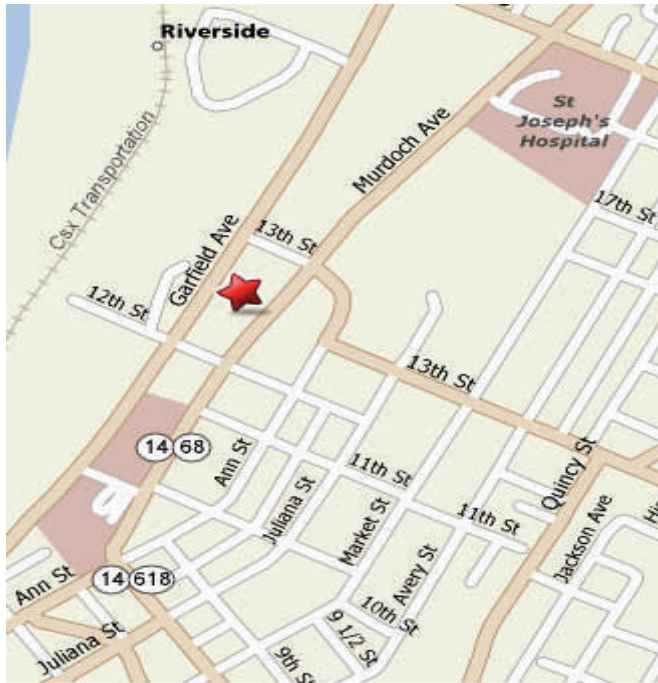


P A R S
NEUROSURGICAL
ASSOCIATES

Pars Neurosurgical Associates
In the Pars Brain & Spine Institute
1212 Garfield Ave., Suite 300
Parkersburg, WV 26101
Tel: (304) 865-3600
Fax: (304) 865-3700



Pars Neurosurgical Associates Office Hours:

Monday - Thursday: 9:00 am - 5:00 pm
Fridays: 9:00 am - 4:00 pm



P A R S
NEUROSURGICAL
ASSOCIATES

Your First Visit

-Patient Handbook-

Welcome

Step 9

We look forward to seeing you at Pars Neurosurgical Associates, located on the 3rd floor of the Pars Brain & Spine Institute. This booklet contains a step by step description of what should take place prior to and during your first visit to our office.

Step 1

At Home

We will contact you to complete your new patient forms by telephone.

Or,

Contact us to complete your forms by telephone, prior to your visit. Please call: (304) 865-3600, and dial extension 109.

NOTE: If your insurance provider requires pre-authorization, be sure to confirm with your primary care physician that your pre-authorization has been obtained prior to your appointment.

Before leaving Pars Neurosurgical Associates, confirm that you have a clear understanding of the following:

1. The name of your Doctor, NP and/or PA
2. Your diagnosis
3. Additional testing (if applicable)
4. Location and date of additional testing (if applicable).
5. Your treatment plan, if applicable (surgery, physical therapy, interventional pain management, etc.)
6. Location and time of your treatment (if applicable)
7. Your follow-up appointment at Pars Neurosurgical Associates

From all of us at the Pars Brain & Spine Institute, we wish you well, and good health!

Step 8

Scheduling

Your tests and other appointments will be scheduled at the end of your first visit, or you will be contacted by the scheduling department within 5 business days. If you are not contacted by our office within 5 business days, contact our scheduling department at (304) 865-3600, and choose option 1.

NOTE: Please do not hesitate to ask any questions regarding your follow-up plan before you leave our office. Also, if we are scheduling a follow-up appointment for you, please be sure to call this office if you have not heard from us within 5 business days of your last visit at (304) 865-3600.

Step 2

**At Pars
Neurosurgical
Associates**

Sign in at the Pars Neurosurgical Associates reception desk where you will be asked to provide the following:

1. Insurance card - Please bring most recent insurance information
2. Driver's license, or some form of identification card
3. Diagnostic images (MRI, CT scan, x-ray) -Please pick up a copy of your films/CD discs at the location where your tests were conducted

NOTE: If your diagnostic images are not available, your appointment may need to be re-scheduled.

4. Insurance co-payment, or self-pay payment

Step 3

You will be asked to wait in the reception area until the clinical staff are prepared to see you. During this time, do not hesitate to ask the receptionist for an update on when you will be seen.

There may be times when your neurosurgeon has been called out for an emergency and is unable to meet for your scheduled appointment. Our skilled NP's and PA's are qualified to conduct your evaluation and initiate further diagnostic or treatment plans leading to your next visit with the neurosurgeon. However, under these circumstances, if you prefer a direct meeting with the neurosurgeon, we can re-schedule this appointment.

Step 4

Clinical staff will accompany you to an exam area where initial vital signs will be obtained.

Step 5

A Nurse Practitioner (NP) or Physician's Assistant (PA) will initiate your comprehensive evaluation by confirming historical data and performing a neurological exam.

Step 6

All information gathered regarding your condition will be reviewed by the NP and/or PA with the neurosurgeon. During this time period, you may be in an exam room for an extended period of time.

Step 7

The neurosurgeon will now discuss and present an opinion regarding your diagnosis, treatment plan, need for further testing, and a follow-up visit with you, if necessary.

At this time, please take the opportunity to ask the neurosurgeon any questions you may have regarding your condition.