



## Lubbock Surgical Associates, LLP

Ted Allen, MD, FACS      Derick Haggard, MD, FACS      Travis Eggl, D.O.  
David Mangold, MD, FACSSammy Rivas, MD, FACS      Richard Rosen, MD, FACS

Welcome to our office and thank you for choosing Lubbock Surgical Associates. Your initial evaluation is scheduled for \_\_\_\_\_. Our office is located at **3611 22 Place**, two blocks south of Covenant Medical Center. Our phone number is **(806) 771-2222**.

As a new patient, you will be mailed all registration forms. Please complete the forms **in ink**. Please bring **all completed** forms along with your insurance card(s), if applicable, with you on the day of your appointment. Please do not mail completed forms. You will also need to bring or your referring physician will need to provide:

- **Referral number from your primary care physician, if required by your insurance**
- **Any X-Rays, CT Scan, Ultrasound or MRI (please bring film and reports)**
- **Any lab results or pathology reports**

\*\*\*Please note, failure by you or your physician to provide any of the above listed items may cause us to reschedule your appointment\*\*\*

If surgery is required, you will meet with Mary Ann, our Physician Coordinator, to schedule a surgery date. Your insurance, the type of procedure being performed, your schedule and your physician's schedule are all taken into consideration when choosing a surgery location. LSA physicians operate at the following locations:

- **Covenant Medical Center** (inpatient and outpatient procedures)
- **Covenant Surgicenter** (approved outpatient procedures)
- **NorthStar Surgery Center** (approved outpatient procedures)
- **Grace Surgery Center** (approved outpatient procedures)
- **University Medical Center** (inpatient and outpatient procedures)

If you have a surgery location preference, we will do our best to accommodate. Please keep in mind that your insurance or the procedure being performed may limit your location options.

After your surgery is scheduled, you will meet with Elizabeth, our Billing Manager. Elizabeth will explain:

- The cost of your procedure
- The amount your insurance will cover
- The amount you are responsible for paying

It is our policy to collect the patient portion of surgery fees **prior** to the procedure. Patient portion of surgery fees can include your deductible and any co-insurance amounts not covered by your policy. You will have the option of paying with cash, personal check, credit card or money order.

If you have any questions regarding your appointment or any of the forms, please feel free to contact our office. Again, welcome to our practice.

Sincerely,

Matt Tinsley  
Practice Administrator