

Your appointment on \_\_\_\_\_ is @ \_\_\_\_\_,  
however we need you to be in the office @ \_\_\_\_\_ for check in.

**WENTZ FOOT AND ANKLE SPECIALISTS**  
**Ralph J. Wentz, DPM, FACFAS**  
**DIPLOMATE AMERICAN BOARD OF PODIATRIC SURGERY**  
920 Rush Drive  
Salida, CO 81201  
(719) 539-6600 Fax (719) 539-6606

We are pleased that you have chosen Dr. Wentz for your foot and ankle care. We are sending this information to you ahead of time to ensure your visit to our office is as convenient as possible. Our office hours are 8:30 a.m. to 5:00 p.m. Monday through Thursday, Friday 8:30 a.m. to 4:00 p.m.

**Patient Registration forms:** Please complete these forms before you arrive and bring them with you to your visit.

**Insurance Cards:** Please bring your card(s) with you. We must be able to make a copy of your card(s). ***If you do not bring your insurance card(s), you will be Self Pay for your visit.***

**Co-Payments:** These are the amounts that you have agreed with your insurance company to pay for at each doctor's office visit. We do not bill secondary insurance for co-payments. If you do not have the required co-payment with you, our agreement with your insurance company will force us to reschedule your appointment.

**Insurance Claims:** We will, for your convenience, submit your health claims using the insurance information that you have provided. If you change insurance coverage, please be sure to let us know when you arrive for your appointment. Be aware that many insurance plans include deductible amounts that are your responsibility. Please be prepared to pay these amounts at your next visit.

**Late or missed appointments:** We take great care in creating the schedule for Dr. Wentz to accommodate as many people as possible. If you are late for your appointment, we will do our best to work you in when you arrive. Please call ahead and let us know if you will be late at (719) 539-6600. If you need to reschedule an appointment, please call (719) 539-6600.