

Main Office: 1001 Noyes Street, Utica NY 13502

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**New Patient Checklist**

**Required Documents** (Please check each box once completed or provided):

* Picture ID (e.g. Driver’s License, State ID, Passport etc)
* Insurance Card(s) (Provide copies of all active insurance cards)
* Patient Application Packet
  + Authorization for Verbal Disclosure of Information
  + Authorization for Access to Patient Information (RHIO Form - signed and completed)
  + Authorization for Release of Health Information Form (Signed and completed)
  + Patient Intake Form
  + Patient Expectations Information Sheet
  + Medication Refill Information and Acknowledgement/Controlled Medication Information Sheet
  + Patient Information Sheet: Form Completion Guidelines
  + Acknowledgment of Forms

**Additional Instructions**

* Please print clearly when filling out all forms
* Ensure that all sections of the packet are fully completed

We are here to help! Please ask any of our team members for assistance if needed!