



NORTHWEST
NEUROSURGICAL
ASSOCIATES, LLC

PREMIUM NEUROSURGICAL CARE

FRANCISCO X. SOLDEVILLA, MD
BOARD CERTIFIED NEUROSURGEON

AMANDA BYRD, PA-C
PHYSICIAN ASSISTANT

19250 SW 65TH AVENUE, SUITE 260
TUALATIN, OR 97062
PHONE: 503.885.8845
FAX: 503.885.8946
WWW.NWNA.COM

Dear Patient:

Enclosed is your packet of information for your appointment with **Dr. Soldevilla or Amanda Byrd, PA-C** which is scheduled on: _____.

PLEASE ARRIVE 15 MINUTES BEFORE YOUR APPOINTMENT TIME.

Complete ALL information and bring your insurance card or cards with you so we may make a photo copy. We will, as a courtesy to you, bill your primary and secondary insurance. If your insurance company requires an incident report or additional information from you to process your claims, it is YOUR responsibility to comply with their request for such information, so your claim can be processed and paid in a timely manner.

If your coverage is through a third party, motor vehicle accident or a workman's compensation carrier, it is MANDATORY that you include your adjusters name, phone number, claim number, dates of injury / accident and mailing address. Should you have an attorney, also include their name and phone number as well.

IF YOU ARRIVE WITHOUT THIS INFORMATION, YOUR APPOINTMENT COULD BE CANCELLED OR RESCHEDULED.

Our appointments are scheduled well in advance and our schedules are full. If you need to change or cancel an appointment, please be courteous and call our office to make any changes. This needs to be done at least 72 hours in advance of your appointment.

Over the past year we have had a high number of no show appointments which has translated to the delay of other new patients getting an appointment to see us. (This may be why your appointment scheduled with us was delayed).

In an attempt to shorten the time for new patient appointments, we are instituting the following new policy to more efficiently use our new patient appointments.

Our policy for no show, missed or late cancellation appointments is \$100.00. This will be billed to the patient.

You may either call and speak to one of the office staff or if after hours, please leave a message with the answering service and they will notify us.

If you have any questions after receiving this packet, please call our office.

Thank You