

**Julie Ralls, M.D.
2011 Westcliff Dr., Ste. 4
Newport Beach, CA 92660
(949) 646-3316
Fax (949) 646-1310**

Welcome to our office! Enclosed you will find our new patient paperwork. If you are using insurance to pay for your visit to my office, please complete and sign all of these forms, and if at all possible, return them by mail or fax to this office prior to your visit. If these forms are returned prior to your appointment, it can save 20-30 minutes of waiting time. If you have any questions regarding any of the information requested, we ask that you call our office prior to your visit date. We do require that all of the enclosed forms, including the arbitration agreement, be signed and completed.

Payment Policies

If you have insurance that you would like us to bill we will need you to bring your insurance card (or your insurance information if no card is available) with you to your appointment. **Without this information we cannot bill your insurance and you will be required to pay for services rendered on that day.**

If you are coming to us for your annual, well woman, yearly exam, or adult immunizations please call your insurance company prior to your appointment to inquire if you have coverage for that type of office visit. If you do not have this coverage available to you, you will be required to pay for services rendered on that day.

Co-pays are due on the day of your visit.

Although we are glad to bill your insurance company for you as a courtesy, it is ultimately your responsibility to ensure that our claims are paid.

If you are interested in further information regarding Dr. Ralls and have Internet access, please log on to www.julierallsmd.com. This web site will also provide a map to our office.

If you would like directions on how to get to our office or have additional questions that are not covered on this form, please do not hesitate to call us.

If for any reason you are not able to keep this appointment, please call our office at least 24 hours in advance to cancel or reschedule.

Please allow yourself extra time to ensure you arrive early for your appointment.