

Dear Patients,

Welcome to our orthopaedic office. We appreciate your confidence and will take great pride in providing you with timely, caring, and expert treatment of your orthopaedic problem. To better assist you, there are several policies that we would like to make you aware of.

1. If you have had an X-ray, MRI, or CT Scan of the area we are seeing you for, please bring the films, discs, and the reports to your appointment. If you have not had an X-ray performed, we have facilities at our office and will be able to take an X-ray during your visit. If Dr. Duke feels that further testing is required, our office will arrange this for you.

2. Our office tries, if possible, to evaluate only one orthopaedic problem per patient, per visit. This allows our appointment schedule to run at a manageable rate and has proven to be the fairest to all concerned. Emergencies and exceptions do arise and some problems take longer to evaluate than others. We make every effort possible to minimize our patients' waiting time.

3. Dr Duke does not evaluate any problems concerning the spine. This includes neck and low back pain. We are happy to provide our patients with names and phone numbers of spine specialists, chiropractors, or massage therapists who treat these areas. If you feel that your current problem is spine related, please let our receptionist know before your appointment.

4. Most of our new patients to the office are initially evaluated by our talented Physician Assistant, Jessica Gomillion. Due to Dr. Duke's active surgery schedule he is only able to see office patients 2 days per week. Jessica is able to diagnose problems, order scans, perform injections and prescribe physical therapy and medications. She will also evaluate and prepare patients for surgery prior to seeing Dr. Duke.

5. We do not handle any cases involving current or pending litigation. If this applies to your current condition, please notify our receptionist immediately.

Thanks so much for your attention to these important matters. If you have any further questions or comments, please bring those to the attention of our receptionist. Thanks again for choosing our office and we look forward to treating you like family and caring for your orthopaedic ailment as soon as possible.