

## Dr. Roberto Perez - Appointment Checklist

*This guide is not intended to take the place of reading the website.*

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**Are 'ready' to make an appointment? Do you have - date chosen? funds saved? deposit? passport? childcare & time off work post op?**

- Choose your date:** Allow at least 1 week notice (2 is preferred if you have not done any paperwork). See calendar link below.
- Request time off work:** 14 days off is average. 7 days for seated jobs; and physical jobs you may require up to 6 weeks. Please email for details.
- Read cancellation /and scheduling guides thoroughly** to keep from losing funds or incurring rescheduling fees unnecessarily .
- Make appointment:** email your preferred date and time, and we will confirm it and start your paperwork.
- Pay your deposit** - instructions are detailed on your invoice. Deposits are due when you schedule.
- Other paperwork:** return pre-op evaluation form and send work leave requests (if needed).
- Send records *if available*:** (these are not mandatory but helpful) - by fax or email (see below)
- Schedule shuttle** - Finalize your travel details and email us your shuttle information at least 2 weeks prior to surgery date.
- Find support while you wait** - support groups are great but please verify all information thru our staff - patients can sometimes be mistaken in their advice.
- Optional** - if you wish to speak with the doctor about medical issues - call Dr Levi @ 011-52-899-871-1586 (daily - 8am-8pm cst)
- Pre-Op Instructions** Read and respond (will be sent approximately 2 weeks prior to your surgery date).



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