

Welcome to **Indiana Neuro-ophthalmology & Center for Balance, LLC**. Dr. Sanders is a board-certified neurologist with specialty training in neuro-ophthalmology and vestibular system disorders. He specializes in the diagnosis and treatment of patients suffering from neurologic visual and visual field loss, unusual eye complaints or visual phenomena, droopy eyelids, double vision, abnormal pupils or eye movements, eye-associated pain, dizziness, vertigo, and imbalance. If your insurance company requires a referral, please be sure to obtain appropriate authorization prior to your appointment.

Please **fill out** the three enclosed forms **completely** and either **fax them to (765) 807-7101 at least 24 hours prior to your appointment OR arrive 20 minutes before your appointment time with the enclosed forms already completed**, so that the information may be entered into the computer. Dr. Sanders makes every attempt to run his clinic on time, and delays in entering your information into the computer system may delay your appointment, or that of another patient. If you arrive more than 15 minutes after your appointment time, your appointment may be rescheduled.

If you have had **MRI or CAT scans** of your brain or eyes, please **bring the films, or a copy of the films on a CD**, to your appointment. You may obtain either of these from the facility that performed the scan. If you have had **recent blood testing, please bring a copy of the results with you or be sure the ordering physician has faxed us a copy of the results**. Also, please bring a list of your current medications.

If you are being seen for visual symptoms, please be sure to bring your glasses with you. Your eyes may be dilated, which can cause blurred vision and light sensitivity; you should either bring a driver with you, or plan on not driving for the next 4-5 hours, or until your pupil size returns to normal. Please do not wear eye make-up to your appointment.

If you are being seen for dizziness or vertigo, and it is recommended that you undergo vestibular function testing, you will be given a separate instruction sheet when your appointment for vestibular testing is made.

Please bring your **insurance card** and the appropriate **co-pay** amount with you. Your co-pay will be collected upon arrival for your appointment. If you need to reschedule your appointment please call our office at (765) 807-7100 as soon as possible. A fee of \$50.00 will be charged to your account if we do not receive at least 24 hours notice of your intent to cancel. Thank you for your consideration and we look forward to serving you.

Our phones will be answered M-F 8 am-4 pm, until 8 pm on Wednesday, and 8 am-12pm on Saturday. Calls outside of these designated hours of a non-urgent nature will be returned on the next business day. Urgent calls outside of normal business hours will be returned by Dr. Sanders in a timely manner.

Your medical record is private. No information regarding your condition will be given to anyone other than your referring doctor without your permission, except as required by law.

Sincerely,

Scott K, Sanders, MD, PhD