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INSTRUCTIONS FOR NEW PATIENTS

Welcome to our office! You will need to fill out this packet completely and bring it with you to your initial appointment. If you fail to complete this packet, we may need to reschedule you because we do not allow time to fill out this packet during your scheduled appointment slot. Please arrive at least 15 minutes early. You should allow at least two hours for your appointment. It is helpful if children not being seen at the time do not accompany you. **Children under the age of 18 will not be seen unless accompanied by their parent or legal guardian.** Please silence your cell phone in our office and step outside if you need to make a call. We request you do not wear any perfume or cologne as some of our patients are highly sensitive to odors.

Medications that contain antihistamines will interfere with any allergy testing we may need to do. Cold medicines, anti-allergy pills, over-the-counter sleep medications, and some other medications that have antihistamine activity should be avoided for a minimum of five days prior to your appointment. These medications include, but are not limited to: Claritin, Allegra, Zyrtec, Xyzal, Benadryl, Astelin, Nasal Spray, and all generic versions of these medications. **Do not stop medications you take for asthma, high blood pressure, heart, cholesterol, or other health problems.** If in doubt about which medications may be a problem, please call our office and our staff will be happy to discuss this with you.

You will be examined from the waist up. Allergy testing is performed on the arms and back. We suggest you wear comfortable clothing that can be easily removed from the upper body; shirts, blouses, or sweaters are usually most appropriate.

We will bill your insurance as a courtesy to you and we take Medicare assignment, but please keep in mind **all co-pays and deductibles are due at the time of service. You will need to pay whatever is due in full the same day you are seen.** We accept cash, checks, and credit cards to assist you in paying these amounts. If you feel that you will have difficulties paying for your medical care, please let us know in advance so we may discuss this with you. **You will need to have your government issued photo ID and insurance card with you at the time of your initial appointment in order to be seen.**

Lastly, if you find it necessary to cancel or reschedule your appointment, you must give us at least 24-hour notice. If you fail to cancel 24 hours before hand or if you “no show” to your initial appointment, we will not reschedule you.

We look forward to seeing you! Please contact us with any questions you may have regarding your upcoming appointment.