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Patient Name: \_\_\_\_\_  
(Last) (First)

DOB: \_\_\_\_\_ Phone: \_\_\_\_\_

Referring Dr. \_\_\_\_\_ Contact Person: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Office Fax: \_\_\_\_\_

**Insurance:**

Primary: \_\_\_\_\_ Member ID: \_\_\_\_\_

Secondary: \_\_\_\_\_ Member ID: \_\_\_\_\_

Diagnosis: \_\_\_\_\_

**Information Needed:**

- Patient Demographics including patient email
- Insurance Card(s)
- Radiology Reports
- Pertinent Labs/Office Notes
- Authorized Referral (i.e. Key Medical, Foundation, VA, Tri-West)

**Appointment Information:**

Appointment Date: \_\_\_\_\_ Appointment Time: \_\_\_\_\_

Please notify your patient:

- of this appointment date and time
- to arrive at least 30 minutes prior to appointment