



3937 Patient Care Drive • Suite 104 • Lansing, MI 48911 • P 517-619-0300 • F 517-619-0200 •
Redcedarpodiatry.com

Welcome!

On behalf of Dr. Ingrid Stines and the staff of Red Cedar Podiatry PC, we would like to welcome you to our practice and share with you our total commitment to providing exceptional and compassionate care.

Our office is located at **3937 Patient Care Dr., Suite 104 in Lansing**. Our office hours are **Monday through Friday from 8:30 am-4:30 pm** and we can be reached by phone during these hours at **517-619-0300**.

We utilize an automatic calling/texting system to remind you of your upcoming appointment. We do understand that in today's busy world occasionally situations come up that are beyond your control. In those instances, we do request you extend us the courtesy of a 24-hour notice. This courtesy allows us to continue to operate efficiently and use the time that was reserved for you to help other patients in need. If less than 24-hours' notice is given, or you do not show for an appointment, you will be charged a fee of \$60.00

Please be prepared to pay your co-pay and deductible at the time of service. Patients who do not have insurance coverage will be expected to pay at the time of service. For your convenience we accept Cash, Check, MasterCard, Visa and American Express.

Please complete the enclosed forms: Patient Demographic Sheet, Podiatry Health History and HIPAA release and mail them to our office or fax them to our secured fax line at 517-619-0200 **PRIOR to your appointment**. We ask that you **arrive 5 minutes prior** to your scheduled appointment time.

Thank you for allowing us to assist you with your podiatric health care needs.

Sincerely,

Ingrid M. Stines, D.P.M., F.A.C.F.A.S. and staff, Red Cedar Podiatry, PC