

REFERRAL PROCESS

FORMER PATIENTS:

Please be aware that if you request a referral and do **not** provide your insurer's referral department with the following information, the referral will be sent to Diana's **previous** office.

Please also be aware that patients have provided new information to their referral departments **and** the referral has still been sent to the old office. Frustrating.

We recommend that you check back with **our office** via your **patient portal** to see if we have received your referral. Please schedule your appointment to allow adequate time for you to ensure the referral has been received. This **process** of requesting the referral, possibly re-requesting the referral if it is sent to the previous office and then verifying through your patient portal that we have received your referral **may take up to two weeks**.

You DO have the option to be **seen without a referral**, but you will be required to **pay for the cost of the visit** at the time you are seen. If you are able to secure the **referral within one week** of the appointment you will **receive a refund** after the insurance company has processed the claim.

NEW PATIENTS:

Please give yourself enough time to secure your referral prior to your appointment.

ALL PATIENTS:

The referral department will need the following information in order to process your referral.

- EIN number: 87-340-8980
- Group NPI: 1245947332
- Individual NPI number: 102-301-6953
- Fax number to send the referral: 401-227-0409

Please use your patient portal to send a message to verify that your referral has been received.

THANK YOU ALL