



ROBERT D. COOK, M.D., P.A.  
DIPLOMATE AMERICAN BOARD OF ALLERGY AND IMMUNOLOGY

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Dear New Patient:

Welcome to our practice. We are very pleased that you have selected us for your medical care. Enclosed are forms for you to fill out **in advance** of your appointment to assist our office staff and Dr. Cook in making sure that we have all the information necessary to provide you with quality care and treatment. Please fill out all the forms completely in black ink. If you have any questions or problems filling out the forms, do not hesitate to call so that we may assist you. **When you have completed your forms, please return them to our office prior to your appointment.** This will allow Dr. Cook to review your medical history prior to your appointment and will allow our staff to have your chart prepared in advance in order to help prevent delays in seeing the doctor.

If you have been treated by a physician or hospital for the reason you are visiting us (example: allergies, asthma, hives, anaphylaxis), then you may want to request copies of pertinent medical records in advance of your appointment. You may either have them give the records to you directly, or they can mail them to us.

If you belong to an HMO such as HealthSelect, HMO Blue, One Health Plan HMO, and others, **it is your responsibility to make sure that you have a valid referral from your primary care physician's office.** IF you do not have a valid referral, you will be required to pay for your office visit at our standard rate at the time of your office visit.

Dr. Cook tries very hard to stay on time with his patients, but sometimes medical emergencies do occur which can cause him to run behind. You can do your part by showing up on time for your appointment with all the paper work completed and sent back to us prior to your appointment. **Since the enclosed forms take quite a long time to fill out, we may have to reschedule your appointment if they are not completed by the time your appointment is scheduled to begin.**

We will call you the day before your appointment to confirm your visit. Unfortunately, we have been experiencing a large number of patients who are missing their appointments or canceling at the last minute. This is extremely unfair to those patients that are waiting to be seen. **Therefore, if we do not receive a cancellation notice from you within 24 hours of your appointment, we will assess a \$50 fee. Skin test appointments cancelled less than 72 hours of the appointment time will be charged a \$125 fee.** To prevent receiving this bill, please call us at 467-0978 to cancel or reschedule your appointment.

Once again, welcome to our practice. We look forward to providing you with quality care.

Cordially,  
Cheryl Cook  
Administrator