

# KEYHOLE BRAIN AND SPINE

## Shon Cook, M.D.

*Certified by the American Board of Neurological Surgery*

11317 S. Western Avenue, Bldg 300

Oklahoma City, OK 73170

[www.shoncook.com](http://www.shoncook.com)

Tel: 405-310-6977

Fax: 405-701-5006

[shoncookmd@gmail.com](mailto:shoncookmd@gmail.com)

Dear New Patient:

Welcome to the practice of Shon Cook, M.D. Enclosed, you will find new patient information forms that will need to be completed prior to your scheduled appointment time. If you are unable to complete the paperwork, please check in 30 minutes prior to your appointment time for assistance.

Your appointment has been scheduled for the following date and time:

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

**YOU WILL NEED TO BRING ANY AND ALL FILMS. (MRI, CT SCANS, X- RAYS)** as well as the radiologist report pertaining to the films.

\*Please note: Your appointment will be rescheduled if you arrive more than 15 minutes late or do not have the appropriate films with you. This is necessary to be fair to the patients with appointments following yours.

If this is a worker's compensation claim, we must have the following information:

- Adjuster's name, address, phone number
- Complete description of accident including date, time, location
- Your employer's verification of injury, policy number, and claim number
- Your employer's worker's compensation insurance carrier and telephone number

If this is a motor vehicle accident claim, we must have the following information:

- Accident report including date, time, and location of accident
- Auto insurance carrier, policy number, agent's name, telephone number, and address.
- Refundable \$250.00 deposit to be credited toward any service not covered by your claim.

If you fail to bring any and all of the above information with you to the appointment, we will treat your visit as private pay and will require payment for the visit at the time of service.

All insurance companies, including Medicare, require us to collect co-pays at the time of service. Our office accepts cash, check, and major credit cards.

If you have any questions, please call us at (405)310-6977 ext 222, or visit the website at [www.shoncook.com](http://www.shoncook.com).

Thank you,  
Office of Shon Cook, M.D.

# Map of 11317 S. Western Avenue

Look for the sign that says Apple Tree Square. We are in building 300 in the back right corner of the parking lot. You can park anywhere in the lot.

