



**JOHNSON
MEMORIAL
HEALTH**

JMH Internal Medicine and Pulmonology
1155 W. Jefferson Street
Suite 101, 202
Franklin, IN 46131
Phone 317-346-3883
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Our goal is to ensure that your experience at Johnson Memorial Health is exceptional. To ensure the highest quality service and care to our patients, we have policies and procedures we ask you to observe. If you have any questions or concerns please contact our office.

Patient information: a patient registration and medical history form is enclosed, please complete them prior to your upcoming visit and bring them with you to your appointment.

Insurance cards: please bring a copy of your insurance card with you to every appointment. Without it there is no way to submit to your insurance and it will be assumed you are self-pay.

Photo ID: In order to protect your identity, please bring a Photo ID with you to every visit. If you cannot provide this, we may need to reschedule your appointment.

Late arrival: Please be prompt when arriving for your appointment; we ask that you arrive 15 minutes early so we do not take away from your time with the provider.

No show: If you are unable to keep your appointment, please give 24 hour notice. If there are excessive no shows be advised that is grounds for dismissal from the practice.

Co-Pay: Your co-pay is required at the time of service per your insurance provider.

Medical Records: Upon written request and signature, a copy of your medical records will be released to you. This process can take 7-10 business days. The state of Indiana has imposed a predefined fee schedule for copying medical records that will be charged accordingly to the patient.

We look forward to meeting you and establishing a relationship to meet your healthcare needs!