



Patient Name: \_\_\_\_\_ Appointment Date / Time: \_\_\_\_\_

Welcome to Southeastern Neurosurgical Specialists! Our office is located at 980 Johnson Ferry Rd, Suite 490, Atlanta GA 30342. We are on the Northside Hospital Atlanta campus. The office phone number is (404) 299-3338, or (404) 254-3160. This letter is intended to explain our process and answer questions you may have about your first appointment.

You are being referred to Dr. Khajavi to determine if spine surgery is a reasonable option to help alleviate your symptoms. It's important to understand that although we are a neurosurgical practice, most patients we see do not need spine surgery. We emphasize education, healthy lifestyles, and recommend conservative treatments (such as therapy or injections) over surgery most of the time.

### ***FIRST VISIT***

For your first visit, please bring with you:

- ✓ **A disc with all your most recent spine imaging studies.** This may include x-rays, MRI, CT or other films. If you have older films, please bring those also. Please note that reports are not sufficient, we need to review the actual imaging studies.
- ✓ Any recent lab results.
- ✓ A list of all medications you are taking.
- ✓ Your insurance card and co-pay.
- ✓ Your referral from your primary care physician (if required).

You will also be asked to complete some new patient paperwork, which updates your medical and demographic data and gives us more information regarding your spine problem. These forms may be obtained prior to your visit and completed prior to the date of your visit. You can call us to email you a copy of the forms, or you can download a copy at <https://www.gaspine.com/patients/>

If you have not filled out ALL forms ahead of time, you must **arrive at least 30 minutes prior** to the scheduled visit time. If you are late for your appointment, we may have to reschedule your visit, as seeing you late will result in a delay in all subsequent patient appointments for the rest of the day.

### ***REFERRALS***

If your insurance requires a referral before you can be seen by a specialist, please make sure that our office has the referral prior to your visit.

### ***OUR PROCESS***

Since we have a high volume of patient referrals, we use a standard screening process. All new patients are initially seen and evaluated by our physician assistant (Patty Braun, PA) or our nurse practitioner (Maggie Dotson, NP). They will take a detailed history and perform a thorough examination, then

#### **Canton / Marietta**

**Tariq Javed, MD, FACS | Steven M Spitz, MD**

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#### **SANDY SPRINGS**

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review your case with Dr. Khajavi. If there is sufficient information and imaging studies to determine that surgery might be a potential option, and it seems that you have exhausted all non-surgical options, then Dr. Khajavi will see you at the initial visit (or at the next visit if additional studies or information is needed). If it is determined that you are not a surgical candidate (at the initial or follow up appointments), then non-surgical treatment recommendations will be made by Dr. Khajavi's nurse practitioner or physician's assistant, and Dr. Khajavi likely will not see you. Please keep in mind that while Dr. Khajavi would like to see every patient, his specialty is spine surgery, and the amount of time needed to review often complex spine cases and discuss possible surgical options with those patients precludes him from being able to spend time with patients that do not have a condition amenable to surgery. Not needing spine surgery is usually very good news. Rest assured Dr. Khajavi reviews every case and the imaging studies before making a determination regarding the appropriateness of surgery, but to be clear, if you do not have a condition that is amenable to surgery, you may not see Dr. Khajavi in person.

Please call our office if you have any questions. Thank you for choosing Dr. Khajavi and Southeastern Neurosurgical Specialists. We look forward to seeing you.

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