



Shepherd Center

2020 Peachtree Road, NW
Atlanta, GA 30309-1465
404-352-2020 shepherd.org

New Patient Information for Physician Evaluation

Thank you for your interest in continued rehabilitation services at Shepherd Center. Attached is a questionnaire regarding your injury/illness and a release of information form that can be used to obtain your medical records from your current and former providers. Please fill out the forms and send back with the indicated medical records. These records can be returned one of three ways:

Email – admissions@shepherd.org

Fax – 404-603-4509

Mail – Shepherd Center, Inc.

ATTN: Admissions

2020 Peachtree Road, NW
Atlanta, GA 30309

This is a list of the records you must provide:

- Original History and Physical Exam Note from the time you were diagnosed or presented with symptoms. (If diagnosed many years ago, please only send the past two years of records.)
- Written report of the findings of your most recent radiology tests (e.g., X-rays, MRIs, CT scans)
- Office visit notes, labs and testing (from the past two years)
- Therapy notes from the past year (PT/OT/ST/Counseling/Psychology)
- Written referral from your primary care physician (if required by your insurance company). Example: "Refer to Physical Medicine and Rehabilitation physician; evaluate and treat"
- A completed copy of the attached questionnaire (Incomplete questionnaires will not be reviewed.)
- Any other information you feel may be of assistance

Once all of your requested information has been received, it will be reviewed by the Post-Acute Access Case Manager. Please allow up to two weeks for review for this process to be completed. The Post-Acute Access Case Manager will then schedule an appointment with one of Shepherd Center's brain or spinal cord injury specialists for an evaluation, if appropriate.

Managing Expectations

- At Shepherd Center, we are committed to appropriate care for our patients. Please understand that you are providing your medical records for our review, and this is NOT a guarantee that further services can be provided.
- Shepherd Center physicians are unable to serve as your primary care or internal medicine physician.

Preparing for My Appointment

- You **MUST** bring MRI films/X-Rays/Radiology CDs with you to your appointment.
- You **MUST** arrive at least 30 minutes prior to your appointment time.
- This appointment is an evaluation only. If any services are recommended on this date, they will not start immediately.
- If you cannot make it to your scheduled appointment, you **MUST** alert the access case manager who processed your case at least 48 hours prior to reschedule your appointment. If you fail to show for your scheduled appointment without 48 hours' notice, **you will not be rescheduled for any future appointment.**