



spine &  
sport care



Michael J. Simek, MD

Board Certified Physical  
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Subspecialty in Sports Medicine

Fellowship Trained in Interventional Spine

## Welcome to American Health Network spine & sport care

501 West Schrock Road  
Suite 103  
Westerville, OH 43081

3823 Trueman Court  
Hilliard, OH 43026

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Suite 108  
London, OH 43140

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### Dear New Patient:

We would like to take this opportunity to welcome you to our practice and thank you for entrusting us with your medical care. We want to share with you some information about our standard processes that we hope will be helpful to you throughout your care.

### Hours:

Our clinic hours are 8:00am to 4:00pm daily. In order to most efficiently handle patient care needs, we utilize a centralized scheduling number. Our phone number is (614) 794-5069. Patients may leave a message on our voicemail which will be checked throughout the day by our staff. Once established as a patient, you will be provided with our nurse phone number. If the nurse is busy, please leave a message. The voicemail will be checked throughout the day. We try to respond the same business day; however, please allow up to 48 business hours.

### Refill Requests:

Please allow up to 72 business hours for your refill request to be processed. Depending on the medication refill request, you may need to be seen in clinic for your refill. Our office will notify you when your prescription is refilled.

### FMLA & Disability Paperwork:

There is a fee of \$20 for FMLA and disability paperwork. In order to complete paperwork accurately and thoroughly, please allow 7 business days for FMLA and disability paperwork.

**Arrival Time:**

Please arrive 15 minutes prior to your appointment. Bring your ID and insurance cards. If you've had any recent MRIs, X-rays, or CT scans pertinent to your visit, please bring the report with you to your appointment. If you have a CD of your imaging study, please bring it with you.

**Insurance Card(s):**

Please bring your insurance card to each appointment. Co-pays are due at time of appointment and may be paid by cash, check, or credit card.

If you have any questions regarding insurance, please call our office. Please check with your insurance provider to make sure Dr. Simek is in network with your insurance.

**Injections:**

Patients must be seen for consultation prior to being scheduled for any fluoroscopic injections. Your insurance may need authorization.

Again, thank you for choosing American Health Network spine & sport care for your health care needs. We look forward to treating you.

Sincerely,

Dr. Michael J. Simek, MD, and Staff

