

**Front Range Otolaryngology & Facial Plastic Surgery, P.C.**  
**Kevin Cavanaugh, M.D.**  
**1325 Dry Creek Drive, Suite 103**  
**Longmont, CO 80503**  
**720-494-9111 Phone**  
**720-494-9555 Fax**

Thank you for making an appointment with Dr. Kevin Cavanaugh and Dr. Sean Barak our Audiologist.

We look forward to meeting you. As a new patient, we ask you to *please arrive on time* to your appointment so we can accurately process your patient paperwork and insurance information. If you cannot make your appointment a **24-hour notice is required or a \$50.00 fee will apply.** (If you are late or do not have the new patient paperwork completed, there is the possibility that we may have to reschedule your appointment.) Please remember to bring your current insurance card(s) and Driver's License &/or identification card.

Your insurance plan may require you to have a referral. Contact the referring provider's office and have them fax your referral to us at (720) 494-9555. We are a solo practice so to be safe, please check if Front Range Otolaryngology and Dr. Kevin Cavanaugh is in or out of network with your insurance carrier. Your insurance coverage is a contract between you and your insurance carrier. If you're insurance card shows you have a co-pay due, we will collect at the time of check-in.

**If you are on commercial and/or other insurance, that deductible/copay/coinsurance is your responsibility and is due upon receipt of your billing statement. We will send out 3 statements which can be paid online at [frontrangeoto.com](http://frontrangeoto.com). If your not able to make payments on line, please call the office. After your third statement collection process will apply. You will need to call the office to make payment arrangements. If it goes into collections there is an additional \$17.00 charge to remove out of collections.**

*Please know your coverage plan, and contact them if you have any questions.*

If you have any questions, please call our office at 720-494-9111. We are here to serve you as our patient.

Thank you,  
Front Range Otolaryngology &  
Facial Plastic Surgery, P.C.