The Kettering Physician Network is excited to welcome you as a new patient.

When you come for your first visit, please arrive 15 minutes ahead of the scheduled appointment to allow time for collecting personal information and health history for entry into the electronic medical records system.

We request you review the contents of the packet you have been mailed or are reading online. Arriving with all forms completed will allow new patient registration at your first visit to move more quickly. Please have the following with you:

- Photo Id
- Insurance Card
- Your Medication Bottles
- Patient Contact Authorization Form
- Care Team Providers Form
- Living Will (if applicable)
- Advance Care Directives (if applicable)
- Legal Guardianship/Custody Documents (if applicable)

COMMUNICATION: Because MyChart has become the preferred method of communication with patients who have Internet access, patients are encouraged to register for a Kettering MyChart account allowing patients to view medical chart information, communicate with members of their Care Team, manage appointments, and even pay bills online.

CONTROLLED MEDICATIONS: Our primary care providers typically do not prescribe certain controlled medications such as narcotic pain medications and anxiety medications. If you are currently on a controlled medication, be prepared to have a conversation with your new provider regarding your medication need.

OFFICE HOURS/APPOINTMENTS:
Office hours are published on an After-Visit Summary provided following each appointment. Kettering Physician Network primary care practices feature extended hours and Same Day appointments for both routine and urgent primary care needs. If you must cancel or reschedule an appointment, however, please allow 24 hours’ notice so the appointment slot may be opened for another patient.

Please visit ketteringphysiciannetwork.org where under the “Resources” column the Patient Information link will direct you to New Patient Information. Documentation there includes the KPN Patient Rights and Responsibilities, a MyChart Registration Packet, a Partners in Care Brochure outlining our patient-centered approach to primary care, and a No-Show policy and Consent to Treat you will be asked to sign electronically at your visit.

Thank you for choosing our team to help manage your healthcare needs; we look forward to meeting you soon.

Sincerely,
Kettering Physician Network