

Hello,

Congratulations on your decision to join us at the Duke Diet and Fitness Center (DFC). We look forward to welcoming you to the Duke Diet and Fitness Center. This packet includes several important pieces of information that will help make the most of your DFC stay.

Before you arrive, please:

- ❑ Complete the following forms:
 - ❑ Authorization for Release of Medical Information
 - ❑ Behavioral Health Screening Form
 - ❑ Medical Questionnaire
 - ❑ Personal Food Record (for three consecutive days)
 - ❑ Patient Notice in Advance of Services Rendered
- ❑ Review the Accounting Policies and complete the appropriate Medicare, and Charge Card Authorization Forms.
- ❑ Gather a copy of your Insurance Card and your Medical Records (most recent history and physical from your doctor; results of diagnostic tests done in the past, if any; including any cardiac evaluation tests).
- ❑ Review the General Policy Information and call us with any questions.
- ❑ Check out our suggestions for packing for your trip, as well as driving directions and rental car information.

Note: Please do *not* send any of this information in advance. Simply bring it with you on your first day. Your medical records and completed forms are essential to begin the DFC program; there may be a delay in your schedule if you do not bring them with you.

In order to be admitted to the program, you are required to check-in at the front desk on Monday at 7:30 a.m. and pick up your materials.

Remember to bring all completed forms, medical records, and a copy of your insurance card and submit to the front desk on check-in.

Breakfast is served at 7:30 a.m. on Monday morning

Orientation begins promptly at 8:00 a.m.

(Note: If arriving early, additional meals may be purchased through the Front Desk. If applicable, be sure to secure the parking permit you will be issued upon check-in to your dashboard to avoid receiving a fine!)

Your program will be completed on your last Sunday after lunch, which is served from 11:30am-1:30pm daily.

If you have questions about your visit, feel free to call us at 1-800-235-3853. Should you have any urgent questions arising the weekend of your visit, please feel free to call us at 919-688-3079 and press “2” for the operator. We look forward to meeting you, and to helping you embark on your new, healthier lifestyle!

Sincerely,
Dina Lumia
Client Relations