

Dear _____,

Welcome to NEPHROLOGY & HYPERTENSION ASSOCIATES, P.C. We appreciate the trust and confidence you have placed in our practice. In return, we are committed to providing you with the best health care possible.

Our Office Hours

We are open Monday through Friday from 8:30 a.m. to 5:00 p.m. Telephones come off service at 9:00am and we are covered by an answering service during off hours.

It is expected that you pay your co-payment at the time of your visit. Cash, checks, and credit cards are accepted. If you do not have health insurance, please notify the office in advance. It is expected that you present your health insurance card at the time of your visit. Any referrals should be obtained prior to your visit.

We recognize that your time is valuable, and we make every effort to see you at the appointed time. We appreciate your patience if there is a delay due to unexpected circumstances. If you are going to be late for your appointment, please telephone before you come, because we might need to reschedule your appointment. If you must cancel or reschedule your appointment, to avoid a charge, please call at least 24 hours in advance, as this will allow another patient to use this time.

If you have any emergency after regular business hours, call the office telephone number and the answering service will be able to contact the doctor.

Thank you for choosing NEPHROLOGY & HYPERTENSION ASSOCIATES, P.C. for your care. Please feel free to call us anytime with your questions or concerns.

Please complete the attached forms before arriving to the office. We also ask that you **bring a list of all your current medications and dosages.**

Sincerely,

The Team at NEPHROLOGY & HYPERTENSION ASSOCIATES, P.C.

