

Dear Patient:

We are delighted that you have chosen our practice for your care and we look forward to your visit.

Please make sure to arrive at least 30 minutes prior to your appointment time to allow us sufficient time to process your paperwork. Please arrive 15 minutes prior to your appointment time for future follow-up appointments.

In order to expedite our check-in process, please complete the enclosed paperwork prior to your appointment. When you arrive at our office for your appointment, please present your completed paperwork, proper identification such as a driver's license and all insurance cards.

If you have an insurance plan that requires a referral, you will need to contact your primary care physician and have them forward a referral to our office. We may not be able to see you if a referral is not on file with our office by the scheduled appointment date.

For your convenience we accept cash, Master card, Visa, American Express, Discover, and/or personal checks for payment of your co-pay or co-insurance amount.

For more information about our practice, please visit us on the web at www.arthdocs.com.

Sincerely,

Rheumatology Associates