

Dear: _____

In advance of your appointment with Dr. Stephanie Taylor on _____ at _____ am/pm, we would like to welcome you to our office. Please arrive 15 minutes prior to your appointment for additional paperwork. As a courtesy, we will call two days prior to your appointment to remind you of your upcoming appointment. We'd like you to know what to expect on that day, along with a bit about our approach to the important matter of your health care. To be considerate of patient's with allergies, we would appreciate that you not wear perfume.

The first office visit will focus on reviewing your health history and providing an appropriate examination, along with labs as necessary. Patient education is an important aspect of the visit as well.

Laboratory Testing Lab tests may be ordered at the time of your annual exam. These tests may or may not be covered by your insurance plan. We have no way of knowing benefits for all insurances. You may wish to review your plan. Your benefits are your responsibility.

Please complete the enclosed health history form and bring it with you; if you have any questions regarding this form, please call. Your health history must be complete when you arrive for your appointment.

PLEASE DO NOT MAIL BACK TO OFFICE. BRING COMPLETED FORMS WITH YOU AT TIME OF YOUR APPOINTMENT.

Our first visit will also provide the opportunity for you to meet me and my staff, and to find out if you feel comfortable in our office. Your trust in me, and in my staff, is of utmost importance.

There is a \$75.00 fee for a missed appointment. If you cannot make the appointment time scheduled, please notify the office one business day in advance (Business days are Monday-Thursday), if not, there will be a \$75.00 fee for late cancellation.

We value your time as much as you do, and strive to be prompt. Sometimes medical emergencies unexpectedly occur. If this should happen, you will be notified (prior to your appointment if possible), and we will reschedule you as quickly as possible.

Again, welcome to our practice! We look forward to meeting you.

Sincerely,

Stephanie Taylor, MD, PhD