

Patient Name _____
Appt. Date _____
Appt. Time _____

WELCOME TO OUR PRACTICE

Thank you for choosing Nephrology Associates of Montgomery County for your medical care. In order to provide the most efficient health care to our patients, this letter will explain some of our policies. Enclosed is a patient demographic sheet for you to fill out and bring with you to your first appointment. Also included is our notice of privacy practices. You will also need to bring your insurance card/s, your driver's license and, if applicable, your referral. We ask that you arrive for your appointment 15 minutes prior to your appointment time. If you are 10 minutes late for your appointment, you will be asked to re-schedule your appointment in order to allow us to provide timely service for our subsequent patients. Occasionally, we will have emergencies that may cause our physicians to run behind schedule. If this should happen, we ask for your patience and understanding.

We are available most weekdays from 8:30 to 4:30. Our office is closed for lunch between 12:30 and 1:30. Due to the high volume of calls received, please be patient if the need arises to put you on hold.

Our office participates with most insurance companies and Medicare. Unless other arrangements have been made prior to your appointment, payment is due at the time of your visit. We accept checks and cash only. Co-pays will be collected prior to your visit.

Please be advised that we require 24 hours notice if you need to cancel your appointment. There is a charge of \$60.00 for missed consultation appointments and \$30.00 for missed follow-up appointments that are not cancelled within 24 hours.

We ask that you contact your referring physician to obtain copies of your laboratory studies going back one year, copies of any x-rays or sonograms of your kidneys and any other pertinent information relating to your health. Please bring a list of all the medications you are currently taking as well as the name of medications you have recently discontinued. If you are unable to provide your medical history, we ask that you bring someone with you who can relay this information to the doctor.

A urinalysis is generally performed on each new patient. You will be asked to leave a urine specimen during your first visit.

A consultation letter will be sent to your referring doctor upon completion of our evaluation and after review of all pertinent blood tests, x-ray reports and if necessary, biopsy results. This generally takes two to four weeks after all the information is received in our office. Urgent issues will be dealt with immediately via phone both with you and your referring doctor.

Thank you for your assistance and cooperation. We look forward to meeting you. If you have any questions, please do not hesitate to call us at 301-231-7111.

Sincerely,

Stephen M. Hellman, M.D.
 Stephen G. Vaccarezza, M.D, F.A.C.P.
 Jeffrey A. Perlmutter, M.D.

Driving Directions:

Silver Spring/Randolph Road	Silver Spring/ Beltway	Gaithersburg/Germantown
<p>Take Randolph Rd. under Rockville Pike onto the Montrose Parkway.</p> <p>Continue forward to Jefferson/Executive Blvd.</p> <p>Make a right onto E. Jefferson.</p> <p>Make left into 2nd driveway at Montrose Professional Park.</p> <p>Keep to the left until you see the mailbox on the right side of the road. Make a right at the mailbox.</p> <p>Our office is on the right.</p> <p>****Please note that due to continuing construction in this area, these directions are subject to change.</p>	<p>Take 495 Beltway toward N. Virginia</p> <p>Exit at 270</p> <p>Take first exit Old Georgetown Road toward Rockville</p> <p>Stay on Old Georgetown Rd until you get to Executive Blvd.</p> <p>Make left on Executive Blvd,</p> <p>Cross over Montrose Pkwy.</p> <p>Make a left into Montrose Professional Park (next entrance after Postal Facility).</p>	<p>Take 270 South toward Gaithersburg</p> <p>Merge onto I-270 local MD 189- Falls Road</p> <p>Take Montrose Road</p> <p>Make a left at the 3rd after passing St. Elizabeth Church on left side of road</p> <p>Go approximately 1/2 mile before the light at E. Falls Road</p> <p>Make a right into the Professional Park.</p> <p>Our office is straight Right.</p>