



Dear Patient:

We are delighted that you have chosen our practice for your care and we look forward to your visit. The moment you walk in the door and meet our staff, you'll notice the difference, our soothing atmosphere provides a peaceful sanctuary and our staff have friendly and welcoming faces.

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, it should then be mailed or faxed to our office if possible before your appointment. When you arrive at our office for your appointment, please present your completed paperwork (if not already sent), 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, which is due on the day of your visit.

For more information about our practice, please visit us on the web at [www.loudounrheum.com](http://www.loudounrheum.com).

Your questions and concerns are important to us and our entire staff looks forward to serving you.

Thank you for trusting us with your healthcare needs.

Sincerely,

Loudoun Rheumatology Center