

Dear New Patient,

In preparation for your upcoming visit and to help expedite your registration, please make sure to bring the following registration documents. As a new patient, you will need completed registration forms, your photo ID, insurance card(s), applicable copayments, and prior physician(s) address and phone number(s) if you have medical records that we need to obtain. It is very important that you bring your current prescription medication information along with your pharmacy name and phone number or location. Please note, if you are in need of a narcotic medication then you **must** bring medical documentation that explains the medical reason why a narcotic drug was prescribed **before** refills will be given.

As a Primary Care practice, we pride ourselves on efforts made to accommodate new patients on short notice and never overbook appointment time slots. However, in order to accomplish this we need full cooperation from **all** patients. When patients neglect to cancel their appointments, other patients who need service can't get in to be seen. Thus, we ask that if you are unable to keep your scheduled appointment please call our office as soon as possible. You may leave this information on our voicemail 24 hours a day. Otherwise, you should receive an automated appointment confirmation call from the phone number **732-873-5133** two days prior to your scheduled appointment. Therefore, it is very important that you leave a valid phone number at the time your appointment is made.

If you need any assistance or have questions prior to your appointment please don't hesitate to call our office. We eagerly look forward to meeting and providing you with long term quality medical care.

Sincerely,

Kevin M. Ford, MD

Karen L. Bledsoe, MD