



Welcome to our practice!

We look forward to developing an on-going relationship with you. Our goal is to provide excellent Obstetrical and Gynecologic services for women of all ages, in a friendly and relaxed environment.

To expedite your first visit, please bring

- your **insurance card** and **driver's license** (or valid photo ID).
It is our office policy to require payment in full at the time of your first visit if you do not provide us with your insurance card and driver's license (or a valid photo ID). We accept Visa, MasterCard and American Express.
- the completed "**Patient Information Record**" and "**Patient History**" form (additional copies are available on our website under the Patient Information tab).
- any pertinent medical history or records.
- any copay amount specified on your insurance card.

On your first visit, we need you to arrive 15-minutes before your scheduled appointment time for patient registration. We try hard to stay on time and on schedule. Please call if you are going to be late for any of your appointments, as we may have to ask you to reschedule.

Unfortunately, the unpredictability of our patients' needs will sometimes cause delays in the office. Please bear with us. If you have a tight schedule that day, let the front desk know your problem and we will try to accommodate you.

Our office hours are 9:00 a.m. to noon, and 2:00 p.m. to 5:00 p.m. We also offer some early morning appointments starting at 8:00 a.m. For billing questions, there is a separate telephone number, **866-237-0204**. There is always a physician on call for emergencies. You may reach us after hours by calling our main telephone number (925) 945-6600. For additional information on our Practice, please visit our website at: <http://www.obgynwc.net>. On the reverse side of this letter are directions to our office

We know you have many choices and greatly appreciate you selecting our practice. Please let us know if there is anything we can do to accommodate your needs and make your experience as pleasant as possible.

We look forward to meeting you,

The doctors and staff at OB-GYN Specialists