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Welcome and thank you for choosing Center City Dermatology. Our office is located on the corner of 15<sup>th</sup> and Walnut Streets. The entrance is on 15<sup>th</sup> Street. The parking garage is behind the building on 15<sup>th</sup> Street. We are in suite 1240.

Enclosed are patient questionnaires. Kindly bring the **completed** forms with you to your office visit along with your **insurance identification** and **prescription cards**. Please arrange to arrive approximately fifteen minutes prior to your scheduled office visit so that we may complete your registration.

If the patient is a minor, he or she must be accompanied by a parent or guardian.

If your insurance does not cover office visits, fees are due and payable at the time of service by cash, check or credit card. If you are a member of a health maintenance organization in which we participate, our agreement requires that we have a referral form from your primary physician. If you arrive for the visit, or any subsequent visit without a referral, you may be responsible for the visit fee. If you do not have a referral, there may be the possibility that you will not be seen. **Please be prepared to pay your co-pay by cash, check or credit card.**

We strive to keep to our schedule and see our patients in a timely fashion. Therefore, if you are unable to keep the appointment, please call us at 267-687-4437 to reschedule. We would appreciate your giving us as much advance notice as possible, (but no less than 24 hours).

We look forward to seeing you.

Sincerely,

Center City Dermatology, LLC