

Patient Name \_\_\_\_\_

Appt. Date \_\_\_\_\_ Appt. Time \_\_\_\_\_

### WELCOME TO OUR PRACTICE

Thank you for choosing Nephrology Associates of Montgomery County for your medical care. This letter will explain our office policies. Enclosed is a patient demographic sheet, medical history form and are notice of privacy practice for you to fill out and bring with you to your first appointment. We would like you to complete these forms and send them back to our office BEFORE your appointment. You will also need to bring your insurance card/s, your driver's license or picture ID and, if applicable, your referral at the time of your visit. 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.

Due to Covid-19, was have made some changes in our office policies. Your appointment may be scheduled as a telehealth visit. This may be either by cellphone or computer. It is very important that we have your email and cellphone information. If you have an office appointment, you must wear a mask, and have your temperature taken before your visit. If you have been exposed or have a close family member who has been exposed to the virus or have a fever, please contact our office so that we can reschedule your appointment. You may have only one person accompany you for your visit.

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 prior arrangements have been made prior to your appointment, payment is due at the time of your visit. 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 pertinent 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 G. Vaccarezza, M.D, F.A.C.P.  
Jeffrey A. Perlmutter, M.D.

Driving Directions:

<b>From Silver Spring/Randolph Rd. West</b>	<b>Silver Spring/ Beltway</b>	<b>Gaithersburg/Germantown</b>
<p>Crossover Rockville Pike to Montrose Rd</p> <p>Go ½ mile to (3<sup>rd</sup> traffic light) E. Jefferson.</p> <p>Make a left on E. Jefferson.</p> <p>Make an immediate right into Montrose Professional Park</p> <p>Stay to the left until you see mailbox on right.</p> <p>Turn right at the mailbox. Our office is On the corner on the right side.</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 Washington</p> <p>Merge onto I-270 local lane Exit 5 toward MD 189- Falls Road</p> <p>Take Montrose Road East exit 4A</p> <p>At the second light, make a left to continue on Montrose Rd..</p> <p>Before you get to the next light, make a right into the Montrose Professional Park.</p> <p><b>These directions are subject to change.</b></p>