

*Advanced Care for Women*  
*Manuel R. Quintana, M.D. & Denis A. Perez, M.D.*

Dear \_\_\_\_\_

Your appointment is \_\_\_\_\_@ \_\_\_\_\_am/pm.

*As a new patient we ask that you arrive ½ hour early for the first appointment.*

Thank you for choosing our office for your women's health care. We are looking forward to having you as a patient in our office. We know that many consider a visit to the doctors office to be very stressful. Our aim is to help make it as pleasant an experience as possible. Another goal is to make you relaxed and open about your problems. You will find that we spend a little more time with you than you may be used to .

We teach breast self examination. We help orient you towards healthy eating. We also have computer based information on a wide variety of subjects to help you understand and treat many problems.

To try to keep you from being overwhelmed by paperwork at your visit we would like for you to spend a little time filling out the enclosed registration and medical history forms. Whatever you do not understand or are unsure of leave blank and we will help you when you come for your visit. Please have your paperwork complete prior to your appointment. This helps us keep the wait at the office down to a minimum.

Remember that you are responsible for your visit. Please have your drivers

license and insurance card with you when you come. Also, remember that many policies do not cover routine exams, have copays and deductibles that you have to meet, and other reasons that may leave you responsible for your visit. If you need your primary care physician's referral or any other authorization for your visit to us, please have this done before the date of your appointment. It is helpful for the physician to be able to review your medical history 48 hours prior to your appointment. Please be sure to have your previous physician mail or fax your medical records to our office. It is courtesy that if you need to reschedule an appointment, to do so at least 24 hours before your scheduled visit or there is a fee of \$25.00-est. patient & \$35.00-new patient for missed appointments. This allows others to be seen more quickly and keeps us from having to over book or make patients wait excessively.

Everyone at our office is dedicated to serving your health needs to the best of our abilities. In order for us to do this we try to be as open and communicative as possible. We welcome any comments on how we can better serve you or how we are helping you to meet your health goals.

Sincerely,

Dr. Quintana & Dr. Perez

800 Century Medical Dr., Ste. B Titusville 321-383-2122