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Dear New Patient:

Welcome to our practice. We hope this will be a meaningful relationship for all of us. Please come with all appropriate paperwork. New patients who present to the office more than 10 minutes late for their appointment time may have to be rescheduled, depending on their needs and the office schedule that day. We require one working day(s) notice for cancellation of a scheduled appointment. New Patients who do not call and/or do not show for an appointment will not be rescheduled.

If your insurance requires that you select one of our physicians as your PCP, contact your insurer prior to your office visit with us. We may not be able to see you on the desired day if you have not properly selected your PCP. If your insurance requires that you pay a co-payment at the time of your visit, be prepared to make payment by cash, check or major credit card.

We encourage patients to indicate to our schedulers approximately how much time they will require from the physician when making an appointment. This helps us to anticipate their needs and “run on time”. An office visit may take anywhere from 10 to 60 minutes, so that by informing us exactly what problems/issues you are coming in to discuss, we are better able to estimate the time needed for the visit. In the event that there is a delay in our schedule, it is usually because of emergencies or unanticipated problems that come up with our patients that must be handled immediately.

First visits are billed as New Patient Office Visits- We do not bill for a Complete physical at the first visit.

Please complete the New Patient forms prior to your appointment and bring them with you on your first visit with the following information:

**Current Insurance Card(s)
Photo Identification
Bring all medication bottles to your appointment
List of Prior PCP and Specialist Names & Numbers**

We look forward to meeting you in the near future.

Sincerely,

**Your future medical home
11/2013**

Patient signature: _____ Date reviewed: _____