



## Concord Internal Medicine

Welcome to Concord Internal Medicine, an affiliate of CMC-NorthEast. You have been scheduled for an appointment with \_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_. We are located at 200 Medical Park Drive, Medical Arts Building, Suite 550. Please arrive at least **30 minutes prior** to your scheduled appointment time to complete your registration.

We have enclosed a patient guide pamphlet, new patient information sheet, history forms and release of information request. Please complete these forms and bring these with you to your appointment. It is **VERY IMPORTANT** that you bring the following with you to your office visit:

- Bottles of **ALL** medications that you are currently taking
- Current insurance cards
- Your insurance co-pay or deductible
- Attached forms, completed

We participate with most major insurance plans and will file your insurance for you. It will be necessary for you to bring your insurance card each time that you visit our office. Co-payments, deductibles and uninsured balances will be collected at the time of service. We accept payment in the form of cash, check, Visa, MasterCard or Discover.

Should you be unable to keep your appointment, please contact our office a minimum of 24 hours prior to your appointment time so that we may schedule another patient. It is very important that you arrive for each visit on time. **In order to allow you adequate time with your provider, if you do not arrive 30 minutes prior to your given appointment time with documents completed, you may be asked to reschedule.**

We are glad that you have chosen Concord Internal Medicine as your primary care provider and we look forward to providing you with the best health care.

If you have any questions, please feel free to contact us at **704-403-1307**.

Sincerely,

Lynn Bailey, RN, CMM  
Office Manager

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