

DORDANEH MALEKI, MD, FACP

revised 1/18/16

LINWOOD COMMONS
2106 NEW ROAD, UNIT E2
LINWOOD, NJ 08221
PHONE: 609-927-3888
FAX: 609-927-3988

Dear Patient,

Thank you for choosing Dr. Dordaneh Maleki, MD, FACP, a specialist in Gastroenterology/Hepatology.

We ask that you complete the attached paperwork and either mail it back to our office at the address above or bring it along with you the day of your visit. Your initial visit will be to meet with Dr. Maleki, and if required, any procedure(s) will be scheduled before leaving our office.

In addition, please bring:

- ❖ **Your CURRENT insurance cards, and photo ID**
- ❖ **Referrals (if your insurance requires one) with ALL the correct, understandable information.**
- ❖ **Your co-payment, due at the time of your visit. Accepted forms of payment are cash, and credit/debit cards. NO CHECKS.**
- ❖ **Any lab work or medical records you may have.**

If for any reason you are unable to make your appointment, please contact our office 24/48 business hours in advance for office visits / procedures prior to your appointment at 609-927-3888. Otherwise there would be a \$50 late cancellation fee for office visit and \$100 for procedures, added to your balance.

No- show for the initial visit will only be rescheduled after paying a \$50 deposit or posting a credit card, which will be refunded or used towards your copayment upon your visit.

If you do not have ALL the information noted above (excluding labs, or medical records); you will have to be rescheduled for another appointment.

Thank you and we look forward to seeing you the day of your appointment.

Sincerely,

The staff at Dr. Dordaneh Maleki's office

Enclosures

Appointment Date & Time

****Directions to our office are on the back of this letter.**