

Date:

Dear New Patient,

The purpose of this letter is to introduce you to our practice and extend a warm welcome as we help you prepare for your upcoming visit. As a Family business, our motto is “Family Treating Families”. Our hope is to make a lasting impression so that you will feel comfortable not only with the care you receive but would have no problem referring your family and or friends to our practice.

In preparation for you upcoming visit and to help expedite your registration, please make sure to bring all the necessary documents. To register as a new patient you will need a photo ID, insurance card(s), any applicable insurance copayments, and prior physician(s) address and phone number(s) if you are transferring your care from another practice and or have important medical documents that we need to obtain. If possible, please bring completed registration forms available on our website. It is very important that you bring accurate information regarding the medication you are currently taking. Please bring either your medication bottles or a list (with medication dosages) of what you take, along with your pharmacy information. Please note, if you are in need of a narcotic medication you **must** bring medical records with you verifying history of the medical reason for a narcotic drug before refills can be given.

Although we are a busy Primary Care practice, we pride ourselves on efforts to accommodate new patients at short notice and never overbook our appointment slots. In order to do this we need full cooperation from all patients. When patients neglect to cancel their appointments other patients can't get in to be seen. Thus, we ask that if you are unable to keep your scheduled appointment please call our office as soon as possible. You may leave this information on our voicemail 24 hours a day. Otherwise, you should receive an automated appointment confirmation call from New Jersey phone number 732-873-5133 two days before your scheduled appointment.

We eagerly look forward to meeting and providing you with long term quality medical care.

Sincerely,

Angela Bully, MD

Tammie Bully, MD