

Mountain Kidney & Hypertension Associates

10 McDowell Street, Asheville, NC 28804

828-258-8545

828-254-0714 (fax)

Dear Patient,

Thank you for choosing Mountain Kidney & Hypertension Associates. Our goal is to provide you with kind, courteous and excellent care. We value you as a patient and are happy you have put your trust in us.

Please read and closely-follow the instructions outlined below:

- 1) Read the form entitled "Patient-Provider Contract"
- 2) Complete the "Patient Demographics" form
- 3) Read the forms entitled "E-Prescribing Consent" and "Financial Policy"
- 4) Complete the "Renal Disease Assessment" form
- 5) Sign the "Consent Form" and Complete the "Authorization for PHI" form

Prepare for your appointment:

- 1) Arrive 30 minutes BEFORE your scheduled appointment time. We MUST have time to get your vitals and have your chart ready for the physician. If you arrive late, we may have to reschedule your appointment for another day.
- 2) Bring with you the following:
 - a. The enclosed forms... fill them out COMPLETELY;
 - b. Your current insurance card(s);
 - c. Photo I.D. (Mandated by the FTC)
 - d. ALL of your MEDICATION BOTTLES. DO NOT bring loose pills. If you bring a list of your medications, it MUST include each drug's name, dosage and instructions for taking the medication.

Be prepared to present your insurance card (s) and make any applicable deductibles and co-payments. Be sure to sign and date the attached policy form and bring it with you to your visit, as this will become part of your medical record. You must call 828-258-8545 option 5, to make financial arrangements BEFORE your scheduled appointment.