

Michael C Jacobelli, M.D.,F.A.C.S.

Anne Marie Swords, PA-C

Dear Patient,

This letter is to confirm your appointment with our office on, _____ at _____. When you arrive at our office there will be two windows, you will go and check in at the second window. There will be a sign that reads “Center for Vein Medicine”. (Do not sign in at the first window.)

To make this appointment run smoothly, I have enclosed information regarding your insurance & medical history forms. Please read and complete these forms and bring them with you at your appointment time. You will also find additional information enclosed that reviews our services and treatments. Please read these prior to your appointment date. If you do not have a copy of our financial policy, which should be included, please notify us. Otherwise this will confirm you have a copy.

Your first appointment is for a complete evaluation and will take approximately one hour. (There are no treatments done at the time of an initial consultation or re-evaluation.) If you have veins on your legs we ask that you bring shorts, skirt or bathing suit to change into. During this visit we will take a complete medical history & perform some non-invasive testing. We will then review the results with you and possible future treatments with our facility. Should you need treatments we will review what course of treatment is best, what to expect and also insurance information & coverage.

Should you have any questions or need to cancel or re-schedule your appointment please do not hesitate to contact our office. However we ask that you kindly give us 24 hours notice for any cancellations. There is a charge for missed appointments or those without ample cancellation notice. We understand that you may have waited several weeks for your initial appointment due to the busy schedule so we appreciate your patience and look forward to seeing you in the near future.

Sincerely,

Kelly M Callan
Office Manager