

Adams Street Dermatology Associates
Quincy, MA 02169
Telephone: 617-773-0711
Fax: 617-376-2271

Dear Patient:

Enclosed is the necessary **paperwork to be completed prior** to your scheduled appointment with the office. You are receiving these forms to complete because you are a new patient with the practice or you have not updated your information within the past two/three years.

Please bring this paperwork with you when you arrive for your appointment along with your health insurance card and a form of photo identification.

Please be advised, when a patient fails to show or cancel an appointment on the same day for three visits within a three-year period, the practice will be unable to schedule further appointments in our office. In addition, a charge of \$25.00 will be assessed for no-show appointments and same-day cancellations.

Thank you for taking the time to complete this information and review our office policies.

Sincerely,

Adams Street Dermatology