

AFFILIATED  EAR, NOSE & THROAT  
PHYSICIANS

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Dear Patient:

**Welcome to our office!** Thank you for choosing us as your health care provider. Our practice is devoted to the diagnosis and management (both medical and surgical) of problems affecting the ears, nose and throat. This specialty, otolaryngology, also includes the treatment of allergic problems as well as plastic surgery of the nose and face. We practice all facets of this specialty; therefore, do not hesitate to discuss with us any related health problems.

Our office will attempt to provide you with the best possible medical care and service. For your convenience, a 24-hour telephone service is available. If at any time after regular hours, you are unable to contact us, please direct your call either to your family physician, or, in the case of an emergency, to the nearest hospital emergency department. If for any reason, you are unable to keep your scheduled appointment time, we ask that you call to cancel so that another patient can be accommodated.

We are committed to your treatment being successful. Our practice is devoted to providing the best treatment possible for you and our fees reflect the time spent by the doctor with you, the specialized training and treatment, diagnostic studies performed and testing completed. Our fees are competitive with other board certified physicians in our specialty in our area.

You are responsible for payment of your bill today, but our office is equipped with the latest computer technology, and we are happy to submit your claim to insurance if you provide this information to us.

You will find our office staff to be very receptive to any problems you may have and anxious to help you. If there are any ways that we can further assist you, please mention them.

**THANK YOU!**

*Kindly save this letter for further reference*

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