



RHEUMATOLOGY PARTNERS OF
HOUSTON, LLC

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Welcome to Rheumatology Partners of Houston

www.RPHdocs.com

Dear Patient,

We are happy that you've chosen us for your rheumatologic care. Our team is committed to providing you with compassionate, expert care in a comfortable and professional environment.

To help ensure your visit goes smoothly, please review the following important information:

Arrival Time

- New Patients: Please arrive at least **30 minutes** prior to your scheduled appointment to allow sufficient time for processing paperwork.
- Established Patients: Please arrive 15 minutes before your appointment time.

To help expedite the check-in process, we strongly encourage you to complete your paperwork prior to your appointment. This will help us serve you more efficiently and keep appointment times on track.

What to Bring

When you arrive, please be prepared to present:

- A valid form of identification (such as a current driver's license)
- Your insurance card

If your insurance plan requires a referral, you must contact your primary care physician and have them send the referral to our office before your appointment. Unfortunately, we may not be able to see you without a referral on file.

No-Show and Cancellation Policy - We understand that circumstances can change, but please note our cancellation policy:

1. Appointments must be canceled at least 24 hours in advance.
2. A \$50 no-show fee will apply for appointments canceled less than 24 hours before the scheduled time or missed without notice. This fee must be paid before your next appointment can be scheduled.

We accept the following forms of payment:

- Cash
- American Express, Visa, MasterCard, Discover
- Personal Checks

For additional details about our practice and services, please visit us at www.RPHdocs.com.

We look forward to partnering with you in your healthcare journey and thank you for trusting us with your care.

Rheumatology Partners of Houston