



RHEUMATOLOGY

844 Washington Ave | Entrance B, Suite 1200 | Holland MI 49423
1600 S Beacon Blvd | Suite 240 | Grand Haven MI 49417
8300 Westpark Way | Zeeland MI 49464
P (616) 393-5336 | F (616) 392-2889 | W hollandhospital.org

Dear New Patient,

Welcome to our practice! We are pleased that you chose Holland Hospital Rheumatology for your health care needs. The following information is provided to ensure a smooth transition.

Pre-Appointment Preparations

Please complete any testing that your primary care provider has ordered. Kindly bring the following items to your appointment:

- A valid current photo ID
- Insurance card(s)
- Insurance co-pays are due at time of service

Please complete the new patient forms attached to this email and bring them with you to your appointment. These forms are available on our website: www.hollandhospital.org/rheumatology under the New Patient Forms link.

You can send your completed forms to us 1-2 days prior to your appointment by one of the following ways:

- Email: rheumatology@hollandhospital.org
- Fax: (616) 392-2889
- Print them and bring them to your appointment

Appointment Day

We ask that you arrive 15 minutes prior to your appointment. We have a 7-minute grace period. If you are more than 7 minutes late, you will be given the option to reschedule your appointment.

We value you and your time, and we will make every effort to stay on time. Unfortunately, medical emergencies do arise which can occasionally make our schedules unpredictable. If your appointment is delayed or rescheduled, we apologize. We will make every effort to see you in a timely manner.

Your New Patient appointment information:

Date: _____ Time: _____ Provider: _____ Location: _____

No-Show / Late Cancellation Policy

If for any reason you are unable to attend this appointment, please contact us at least 24 hours in advance. If you are not able to make your new patient appointment and you do not contact our office, we will not reschedule your appointment.

Thank you! We look forward to meeting you soon.

Warm regards,

Our Rheumatology providers and staff