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www.brighamandwomens.org/neurology

Department of Neurology

\_\_\_\_\_, 2009

Dear \_\_\_\_\_:

Welcome to the Department of Neurology at Brigham and Women's Hospital. Thank you for choosing us to be your care provider. This letter contains important information that will help prepare you for your visit to our practice. Please feel free to call us at (617) 732-7432 if you have any questions.

Your appointment is scheduled with Dr. \_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_ in the Neurology Practice at 45 Francis St, Suite BB-204.

Please arrive 15 minutes prior to your appointment so we can see you as soon as possible. We ask that if you are unable to make your appointment, please call 617-732-7432 at least 24 hours in advance so that we are able to offer that appointment time to another patient. The Neurology practice makes every effort to run on time, however unforeseen things may arise, so please plan accordingly.

**Please bring to your appointment:**

- Hospital Blue Card
- Insurance Card
- Copies of related office, operative, and discharge notes
- Films/CD (EEG, MRI, CT, X-ray) and copies of test results
- Completed Enclosed Neurology Intake Form
- Primary Care Provider Referral (if required by your insurance company)
- Co-payment (as required by insurance company)

The Neurology Practice is located on the H. Richard Nesson Pike. Please enter the Brigham and Women's Hospital through the 45 Francis St. lobby entrance, which is the Ambulatory Service Building. Proceed to go straight through the lobby until you reach a long, hallway, called the **Pike**. Take a right into the Pike from the lobby and walk 200 feet. The Neurology Office will be on your left with the door marked **Neurology** at BB-204. Enter here and check in with the receptionist. Please note that we have an handicapped entrance prior to the main entrance of the Neurology Practice.

Our dedicated team of clinical and administrative professionals looks forward to providing you with the highest quality of care.

Sincerely,  
Department of Neurology