



*Specialty Care
& Surgery Center*

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Paula R. Dhandra, MD
FACOG, FACS

Christine Dalva, FNP

John R. Clarke, CRNA

Dear ,

On behalf of our entire medical staff, we would like to welcome you to the Specialty Care & Surgery Center.

*Our office hours are Monday through Friday 9:00 a.m. to 5:00 p.m. Our office works on an appointment basis. If you are unable to keep your scheduled appointment, we ask that you give us at least **24-hours notice**.*

Please log onto our website

<https://www.drspecialtycare.com/forms.html> Go to the forms link under the resources tab and complete the New Patient Pack that includes the following 4 forms:

- *Patient Information*
- *Health Questionnaire*
- *Payment Plan*
- *Patient Partnership Plan*

*Please complete at least **24 hours prior to your appointment day** and plan to arrive **twenty minutes early** to allow us time to process your paperwork. If you have a co-pay, please plan to pay it at the time of your visit.*

If you have been referred to our office because of a specific gynecological problem, please ask your referring physician to fax us any lab reports, x-rays, doctor's notes, and similar documentation that relate to your existing condition. This will aid the doctor in his/her evaluation. We look forward to meeting you.

Sincerely,

Scheduling Coordinator

Your appointment is _____

With: Paula Dhandra, MD Christine Dalva, FNP