



*Specialty Care
& Surgery Center*

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Paula R. Dhandra, MD
FACOG, FACS

Quincy Andrus, PA

Steven C. Herber, MD
FACS

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Dear New Patient,

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**.*

*We are sending you several forms to complete and bring with you at your first appointment. Please fill them out as completely as possible, and plan to **arrive ten 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 on _____ at _____

With: [] Paula Dhandra, MD [] Quincy Andrus, PA