

SUBURBAN PULMONARY AND SLEEP ASSOCIATES, LTD.
PULMONARY MEDICINE CRITICAL CARE MEDICINE SLEEP DISORDER MEDICINE

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APN Practitioners

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Jason Cropsey APN
Uche Ezenekwe APN
Evelyn Kammin APN
Brittiany Lay APN
Yogitaben Patel APN
Joyce Smith APN

WELCOME TO OUR OFFICE

Patient Name: _____

YOUR APPOINTMENT IS SCHEDULED ON _____

AT _____ **WITH** _____

LOCATION:

WESTMONT OFFICE
700 E. Ogden Ave.
Suite 202
Westmont, IL 60559
630-789-9785

MACNEAL OFFICE
6649 W. Archer Ave.
Suite 200
Chicago, IL 60638
(Call Westmont Office)

BOLINGBROOK OFFICE
396 Remington Blvd
Suite 360
Bolingbrook, IL 60440
(Call Westmont Office)

New PULMONARY patients should bring:

- Photo ID
- Insurance Cards
- Previous chest x-ray (if any done) on CD disc
- CT scan (if any done) on CD disc
- Pulmonary testing reports (if any done)
- Insurance information (card)
- Any other pertinent information
- List of current medications for any condition

New SLEEP patients should bring:

- Photo ID
- Insurance Cards
- Previous Sleep study (if any done)
- Sleeping partner if possible
- Sleep diary
- Sleep questionnaire
- Insurance information (card)
- Any other pertinent information
- List of current medications for any condition

This will aid our Physician in your diagnosis and treatment and help prevent any unnecessary duplication.

*****Pulmonary patients may need to have a pulmonary function test performed in our office prior to their appointment. There are specific instructions included if you are scheduled for this test. You can also find the instructions on our website. WWW.SPASAMED.COM**

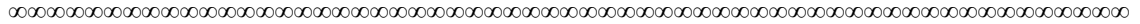


We welcome you as a patient and appreciate the opportunity to provide you with medical services. We hope this letter will help you understand how our office functions. PLEASE READ IT CAREFULLY.

(See the back)

Suburban Pulmonary & Sleep Associates is a group of Physicians who specialize in the diagnosis and treatment of diseases of the chest and sleep disorders. They are commonly referred to as lung doctors or Pulmonologists. Our Physicians are fully trained and Board Certified in Internal medicine, Pulmonary Medicine, Critical Care and Sleep Disorders medicine, and have extensive experience dealing with various breathing disorders and diseases such as emphysema, asthma, bronchitis, pneumonia, insomnia and sleep apnea. All our Providers are on staff at Hinsdale, LaGrange Memorial Hospital, and Bolingbrook Hospital. Our *SLEEP PHYSICIANS* also serve several other hospitals.

All patients are seen on an appointment basis and we request that you call in advance so that we can reserve time for you. We make every effort to honor all time commitments and request that you extend the same courtesy to us. On occasion emergencies arise and whenever possible you will be informed if there will be any delay because of this. We schedule an extended appointment for new patients, so please be sure to call if you need to cancel or reschedule your appointment. There is a charge for missing an appointment that has not been canceled in advance.



We make every effort to keep the cost of your medical care down by eliminating costs not associated with quality medical care. Payment at time of service helps us do this. We accept Medicare assignment and will file a claim for you. Unless Medicare files with your insurance, we will collect your 20% co-payment. We also participate in many managed care plans. Please review the enclosed Financial Policy carefully.

If our Physician has ordered laboratory tests or x-rays, a follow-up appointment is usually required to discuss results once the tests are completed. The results of some tests may be discussed with the Doctor over the phone. If the Doctor told you to phone for results, please allow 4-5 days after the test for the report to reach the Doctor and phone for results during your Doctor's regularly scheduled office hours.

All patients are encouraged to call with any questions they may have regarding their medical treatment. However, it would be most unfair to our patients being seen in the office if the Doctor were to leave them to speak on the phone. The Registered Nurse is usually available to take your call. Our Physicians return their calls at the end of their office hours. Of course, emergencies are handled immediately.

If you find it necessary to contact the Doctor after regular office hours, the answering service will forward your message to our Physician on call for the group. Calls will be returned at the Doctor's earliest opportunity. It is possible that because of other patients, your call may not be returned immediately. If an emergency exists, please go directly to the Emergency Room at Hinsdale Hospital, LaGrange Hospital, or Bolingbrook Hospital. You will be examined by the ER Physician and, if necessary, our Physicians will be notified.

All requests for prescription refills should be made during regular office hours so that your chart can be reviewed. Please have your pharmacist call or leave a message on the refill line. ONLY EMERGENCY CALLS WILL BE TAKEN AFTER HOURS, so please plan ahead.

Our phones are answered by our office staff on Monday through Thursday from 7:30 AM until 5:00 PM and on Friday 7:30 AM until 3:00 PM. Our office is closed on the weekend. When calling our office after hours you will be instructed to hang up and dial our Answering Service directly with any emergencies, or you may leave a general message that will be returned the following business day. We are accessible round the clock for emergencies.