

## NEWPORT PULMONARY AND ENDOCRINE ASSOCIATES

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520 Superior Ave #390, Newport Beach, Ca 92663  
(949) 548-3177 - (949) 548-3412 fax

Welcome! Thank you for choosing Newport Pulmonary and Endocrine Associates. ***Your health care needs are our most important priority.*** Our goal is to be available and responsive to your needs. The following information is provided to introduce you to our practice and to help you plan your office visits. Please feel free to call for any questions or for additional information.

- Office hours are 8 am to 5 pm Monday through Friday.
- Please call 949-548-3177 during regular office hours to schedule an appointment.
- Our office staff will call you 1 week prior to your appointment to confirm the date and time of your appointment.
- If you are unable to keep an appointment, please call the office in advance. After hours, you may leave a message with our exchange service.
- **There will be a \$50.00 charge for no shows and cancelations less than 24 hours in advance.**
- If you need to contact the physician after hours, your call will be answered by our exchange service. The on-call physician will be notified and respond to your call.
- Parking, including handicap parking, is available in the parking lot in front of the building.
- You will be asked to provide a photo ID at your first visit. This is part of our privacy/identify theft program.
- Our office maintains strict compliance with federal HIPAA privacy requirements. If you would like any health information released to another person, you must sign a HIPAA release identifying the individual to whom you want information released.
- We accept cash, checks, credit cards, and debit cards. There will be a \$25 fee for any returned checks.
- Co-pays are due at the time of the appointment.
- Bills are payable within 30 days of receipt. We bill insurance on your behalf; however, the balance due is your responsibility.
- Our practice offers HIPAA compliant email through our patient portal.

Thank you for choosing Newport Pulmonary and Endocrine Associates. We look forward to providing you with the highest quality of services to support your health care needs. Wishing you the best of health!

Sincerely yours,

Newport Pulmonary and Endocrine Associates

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Patient Signature

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Date