



MedStar Medical Group – Dorsey Hall
9501 Old Annapolis Road, Suite 308
Ellicott City, MD 21042
Phone: 301-621-6570
Fax: 301-621-6589

We would like to take this opportunity to welcome you as a patient and thank you for choosing us. Our goal is to provide the best possible care to our patients. In order to make you visit a more pleasant and less time consuming experience, please complete the appropriate printable forms from our website and bring them with you to your visit.

Please arrive 15 minutes early to register at our front reception area. It is essential to bring your insurance card(s), co-payment, a valid photo ID and any pertinent medical information. Accepted forms of identification are a state issued driver's license, state issued identification card or a passport. Failure to provide identification may result in having to reschedule your appointment.

Your insurance company may require you to contact them prior to your appointment to inform them of your new primary care provider. If you receive a new card in the mail, please bring it with you to your appointment. Failure to contact your insurance carrier may result in your having to pay for your visit.

To help acquaint you with our office procedures, we ask that you:

- Please give 48 hours notice when requesting referrals or pre-authorizations.
- Kindly give us 24 hours notice when requesting prescription refills.
- Please call us at least 24 hours in advance of any visit that you are unable to keep. The office will help remind you of your appointments two business days prior to the scheduled appointment. A fee will be charged for missed appointments without 24 hour notice.
- Forms that are requested to be completed outside of a scheduled appointment will incur a fee of \$10 to \$20 depending on the complexity of the form.
- If you have a co-payment, your insurance company requires that you pay this at the time of service. We accept cash, check and credit/debit cards.

If you have any questions or concerns, please feel free to contact our office at 301-621-6570.

Sincerely,

MedStar Medical Group at Dorsey Hall