



We are delighted that you have chosen Asheville Women's Medical Center, P.A. as your health care provider. We appreciate the opportunity to serve you and are committed to your treatment and well-being. In an effort to reduce your wait time in the office, we have enclosed our patient information forms for you to complete and bring with you to the office on the day of your appointment. In addition to these information forms, please bring your current insurance card as well as a picture ID.

As a courtesy, we will file an insurance claim for you. However, you will be responsible for making your co-payment and/or deductible payment on the day of your appointment. Members of managed care plans need to obtain the appropriate authorization from their primary care physician if necessary. If you do not have insurance coverage, you are expected to pay for your visits at the time of each appointment. If you need to make financial arrangements prior to your appointment, please call our financial counselor at 258-9191 ext 314.

Please bring any pertinent medical records from other physicians with you to your visit, along with a complete list of all current medications. Patients having a mammogram will need to have any previous films sent to us.

Please notify us at least 48 hours in advance if you cannot keep your scheduled appointment. Our office will call to confirm your ability to keep your scheduled appointment one week prior. If you fail to confirm through the automated system or to call at least 48 hours prior to that appointment, we will cancel your appointment in order to accommodate other patients. If you fail to come in for a confirmed scheduled appointment, a charge may be rendered. Please be aware that if you fail to come in for your appointment, or do not give at least 48 hours of cancellation, we may not be able to reschedule your appointment for a future date.

We look forward to seeing you soon. In the mean time, do not hesitate to call us directly if you have any questions. You can feel confident that the doctors and staff of Asheville Women's Medical Center will provide the care you need and deserve.

**Main Office**  
143 Ashland Avenue  
Asheville, NC 28801

**Arden Office**  
2585 Hendersonville Road, Suite A  
Arden, NC 28704

**Haywood Office:**  
Haywood Office Park  
Highway 209, Building C, Suite 111  
Lake Junaluska, NC 28745

828.258.9191 • Fax: 828.253.7382

828.687.2955 • Fax: 828.687.0302

828.456.7369 • Fax: 828.456.4805

[www.ashevillewomens.com](http://www.ashevillewomens.com)