

Urology Associates of Kingsport, P.C.

822 Broad Street Kingsport, TN 37660

www.urologyassociates.com

Jim R. Littlejohn, MD

Logan Elliott, NP

Your office appointment has been scheduled for _____ at _____

To Patients New to Our Office:

It is essential that we receive ALL pertinent information about your urological condition prior to seeing you. You must be sure that all x-rays, lab tests and previous treatments are sent to us before the visit or brought with you. Without this information, our consultation will be incomplete. **Please call us to see that we have received your records.** If not, call your referring physician's office to request a copy. **You will need to pick them up, personally, before your visit with us.** It is your responsibility to see that the records, x-ray reports and scans are here in our office at the time of your visit.

- You must bring the actual disc of any x-rays, scans, etc pertaining to your urological care to our office at the time of your appointment. Please understand that if we do not have this information your appointment may be rescheduled.

Please read and complete the attached forms. Bring these forms by our office or return them in the self-addressed envelope **ONE WEEK prior to your office visit.** In order to decrease your waiting time, it is very important that these forms are completed and that we have received them prior to your office visit.

If you have any questions, please feel free to contact our office @ **423-246-6251**

Thank you for helping us help you. We appreciate your assistance.
Urology Associates of Kingsport, PC