



Medical Clinic of Houston, L.L.P.

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1701 Sunset Boulevard
Houston, Texas 77005
Phone (713) 526-5511
Fax (713) 520-4797
www.mchllp.com

Dear Patient,

Welcome to our Clinic! We are honored that you have selected Medical Clinic of Houston for your health care.

Your physician's staff will call you one to two days before your appointment to confirm your visit and provide clinical instructions. If you are sick or experiencing unexpected symptoms, please contact us at 713-526-5511 and ask to speak to your physician's nurse or clinical staff.

We will strive to the best of our ability to provide you quality and compassionate healthcare. Although this letter is to provide you with information in advance of your appointment, during your visit we encourage you to ask any questions you may have regarding your health, preventative or screening tests, and/or recommended treatments or medical alternatives.

As a courtesy to you, the Clinic will verify your health insurance coverage and benefits as well as file a claim with your insurance carrier once medical services have been rendered. To facilitate this service, please contact our registration representatives if you haven't done so already, at 713-526-5511, x 4624 to provide us with your health insurance plan information.

What to bring to your appointment:

- All medications, prescriptions and supplements** you are currently taking. Please bring either a list including each medication name and dosage instructions or the actual prescription containers.
- Past medical records.** If you have been treated by a physician outside of MCH in the recent past, please request a copy of your medical record be sent to your MCH physician or carry it with you to your appointment.
- A list of current and past medical conditions,** prior surgeries or medical treatment you may have had and your immediate family's medical history (parents, siblings, and grandparents).
- Your health insurance card,** along with your personal and emergency contact information.

Late Policy

- Should you arrive for your appointment more than 15 minutes late, we will attempt to work you in but may, if necessary, reschedule your appointment.
- Please call your physician's secretary 24 hours in advance of your appointment should you need to cancel or change your appointment.

Location

- We are located at 1701 Sunset Blvd, Houston TX 77005, on the north side of Rice University.
- The entrance to our attached parking facility is located on Cherokee Street between Rice Boulevard and Sunset Boulevard.
- Directions to the Clinic and parking options can be found on our website, www.mchllp.com, under the “Patient Information” banner, click either “Clinic Directions” or “Clinic Parking” tab.

Should you wish to complete your physician’s clinical history forms in advance of your appointment, “New Patient Registration and Clinic History” forms are also found on our website, under the “Patient Information” banner, click “Patient Forms”. Please print these forms and complete them at your convenience. Alternatively, please contact your physician’s secretary requesting these forms be mailed or faxed to you.

These completed forms will assist the clinical staff in making sure we have all the information necessary to provide you with quality care and treatment. You may fax the completed forms to 713-520-4743, or bring them to your appointment. Should you have any questions or problems completing the forms, we can assist you at your first appointment.

Once again, welcome to Medical Clinic of Houston. We look forward to helping you become as healthy as possible.

Sincerely,

**Michael Lane, MSN, RN
Director of Nursing**