



600 N. MOUNTAIN AVE., SUITE A104 UPLAND, CA. 91786  
(909) 931-1033 FAX (909) 981-8976  
Hours: 8:30am – 5:30pm  
Closed between 12:30pm – 1:30pm

On behalf of the entire staff of Women's Medical Group of Upland, I would like to welcome you to our practice. We are looking forward to seeing you at your first appointment on:

**Date:** \_\_\_\_\_ **at** \_\_\_\_\_

We must receive at least 24 hour notice if you are unable to keep this appointment.

You will find a packet of forms attached to this letter that we would appreciate you filling out completely and bringing to your first appointment. Please include any special questions or concerns you may have. It is also very important that you bring your insurance card. **INSURANCE CARD AND VALID GOVERNMENT ISSUED ID MUST BE PRESENTED AT TIME OF SERVICE, IF INSURANCE CARD AND GOVERNMENT ID IS NOT PROVIDED APPOINTMENT WILL BE RESCHEDULED. THIS IS A STRICT POLICY PER THE FEDERAL TRADE COMMISSION EFFECTIVE AUGUST 01, 2009. WE APOLOGIZE FOR ANY INCONVENIENCE.** Check In Time is **15min Prior** to Appointment Time, with the exception of the 8:30am and 1:30pm appointments.

Should you have any other questions before your appointment please feel free to call us at the number above.

We look forward to meeting you!

Sincerely,

Grace Williams  
Patient Care Services