



300B Princeton-Hightstown Rd, East Windsor, NJ 08520
(609) 688-2729 Phone (609) 688-2709 Fax
www.racheldultzmd.com

Welcome to **Breast Surgical Specialist, LLC**. I am a Fellowship trained Breast Surgical Oncologist and a board-certified surgeon and fellow of the American College of Surgeons (FACS). Thank you for choosing this practice to help with your medical needs.

The office is located in 300B Princeton-Hightstown Rd (route 571) in the East Windsor Medical Commons complex just west of route 133. The office is only several miles from Princeton, West Windsor, Plainsboro, Cranbury and Hightstown.

In order to provide the best service for our patients at the time of their visit, we ask for the following information at the time of your scheduled appointment:

1. Insurance is the responsibility of the patient and every patient must have all of the insurance cards with them so the office can make a copy
2. Each patient should have a referral form from their primary physician, if required by their insurance carrier
3. If you are not sure you require a referral, please contact your insurance carrier prior to your visit
4. Please bring all X-Rays to your appointment. These might include new and old mammograms, ultrasounds and MRIs
5. Please complete the following forms (all forms can be downloaded from our web site at www.racheldultzmd.com/forms.htm):
 - a. Registration Form
 - b. Medical History Form
 - c. Breast History Form
 - d. Authorization to Release History Form
 - e. HIPAA form
6. Payment for the visit is expected at the time of the visit. This includes co-pays. For participating insurances, the staff will submit the claims. For non-participating insurances, payment is due at the time of the visit.
7. This office accepts personal checks, credit cards (Visa, MasterCard) and cash.
8. If you need to cancel your appointment, please give us at least 24 hours notice, as we do have patients awaiting appointments. There will be a \$75 charge for all appointments not cancelled within 24 hours prior.

The practice of Breast Surgical Specialist, LLC once again welcomes you and sincerely thanks you for giving us the opportunity to take care of you. If you are unable to keep your appointment, please call and let us know.