



Saint Mary's Diabetes and Endocrine Center  
Thyroid Specialist of Michigan  
300 Lafayette, SE, Suite 2045  
Grand Rapids, MI 49503  
Ph. 616 685 3098, Fax 616 685 3095  
[www.smhealthcare.org](http://www.smhealthcare.org)

Dear \_\_\_\_\_:

Welcome to **Saint Mary's Health Care Diabetes and Endocrine Center, Thyroid Specialist of West Michigan**. We are pleased you have chosen our Center for your Diabetes and Endocrine Care. Your appointment is scheduled with:

Douglas Notman, MD  
Ruggero Battan, MD

On : \_\_\_\_\_ Arrival Time: \_\_\_\_\_ Appointment Time: \_\_\_\_\_

To make our time together more efficient, please complete the enclosed forms and bring them with you. This is our opportunity to get to know you and listen to your needs. We strongly encourage family members or support person to come with you.

Please bring:

- The completed forms
- A list of your current medications
- Your insurance card and picture ID
- Co-payment due at visit

We participate in many insurance plans, however, we **encourage you to call your insurance plan to determine your level of coverage and confirm all authorizations have been issued**. Please refer to the financial policy attached for important information.

It is important you keep this first appointment. Please make arrangements in your schedule for this appointment now. Time has been reserved for you with the physician and missed appointments may prevent you from getting rescheduled in the center. If you need to cancel or have no intention of coming, please call us immediately. If you cancel less than 24 hours from your appointment, you will be charged a processing fee that must be paid in full before you can reschedule.

Our center is located at: **300 Lafayette, SE Suite 2045 Grand Rapids, MI 49503**  
Parking is free in the parking ramp behind the building. The center is located on the main level when you enter the building on the right side of the atrium. Our office number is 616-685-3098 or toll free 1-877-685-3098. We have enclosed a map for your convenience.

We look forward to meeting with you and working together as a team.

Sincerely,

The Staff at the Saint Mary's Health Care Diabetes and Endocrine Center

