



CONSULTATION BY APPOINTMENT

\*THOMAS M. DEMARCO, M.D., F.A.C.S.  
\*HAROLD I. GENVERT, M.D., F.A.C.S.  
\*C. DOYLE MAULL, M.D.  
\*MARK T. EDNEY, M.D., F.A.C.S.  
ANGELA M. JEFFERSON, CRNP-F  
MARK E. WILLIAMS, PA-C  
\*DIPLOMATES, AMERICAN BOARD OF UROLOGY

1342 S. DIVISION ST.  
UNIT 401  
SALISBURY, MD 21804  
(410) 546-2133  
FAX (410) 548-3361

314 FRANKLIN AVE.  
SUITE 107  
BERLIN, MD 21811  
(410) 641-3735  
FAX (410) 641-0596

142 ATLANTIC AVE.  
SUITE # 3  
MILLVILLE, DE 19967  
(410) 546-2133  
FAX (410) 548-3361

WWW.PENUROLOGY.COM

Dear New Patient:

Welcome to our office. We have enclosed several materials to help facilitate your first visit to our office. Your appointment card has also been included. Please check it carefully. If this date and time are not convenient, please let us know as soon as possible and we will try to arrange a new one.

Please be sure and read over all the materials. We have enclosed a copy of our office policy as well as an updated explanation of our insurance participation and your payment responsibilities. Should you have any questions, please call our office.

We have enclosed a patient information sheet. Please complete this and bring it with you. Insurance information is important so please be accurate as possible. It is also very important that you bring any insurance cards at the time of your appointment. If your insurance requires you to have a referral to see a specialist, you will be required to bring this with you. If you do not have your referral at the time of your visit, we may be forced to reschedule you. **If you do not have your new patient paperwork filled out and mailed in ahead of time, we will be forced to reschedule you.**

We make every effort to see our patients as close to their appointment time as possible. Please understand that we are a surgical practice and therefore subject to emergency room and operating room circumstance that are unplanned. We ask your indulgence should a delay occur.

Sincerely,

Drs. DeMarco, Genvert, Maull, and Edney

**Arrival time for your appointment:**

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