



Foley Family Practice

HEIDI J. FOLEY, MD

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Dear Patient:

Thank you for choosing Foley Family Practice as your primary caregiver. We have been serving the North Quabbin area since January of 2005 and, thanks to the people of this community, we continue to experience a steady growth rate. Dr. Foley grew up and attended medical school in Georgia. While her specialty is in Family Practice, she also has an interest in sports medicine and geriatric medicine and loves serving patients of all ages.

Over the years, we have been lucky to acquire a staff that is truly exceptional, and we are confident that you will agree. Our front office consists of Mary, our office manager, Wendy, our medical office assistant and Missy, our referral specialist. In the back you will find our two medical assistants, Kayleigh and Bethany. We also have a nurse on staff, Angela, who serves as our Critical Care Manager and is assigned the task of reaching out to our chronic, high risk patients. The practice is managed by Dennis, who is also the husband of Dr. Foley.

Accompanying this letter is the New Patient Packet. Please read each section carefully and provide us with as much detail as possible. If you have any items that do not apply to you or the person you are completing the form for, please mark the question or section as not applicable, or none of the above. The information you provide to us will be put into your medical record before your 1st visit. The more detail you can provide upfront, the better your New Patient Intake Examination will flow resulting in a more efficient use of the time.

The New Patient Intake Examination is the first visit you will have with Dr. Foley. This is where she will discuss your past medical history, current medications and any chronic medical problems that you have. She will also use this time to discuss your family's medical history and to review our policies. Using the information you provide, in conjunction with evidence based medicine, Dr. Foley will create a customized plan of preventative medicine, as well as the best course of action for any chronic issues you may have. Please understand that this office considers the New Patient Intake Examination a vital part of your healthcare and we require that all patients attend this appointment.

Lastly, please contact your insurance company as soon as possible to have your PCP changed to Dr. Foley. In most cases you can call the member services number located on the back of your insurance card to accomplish this task. Please understand that if Dr. Foley is not listed as your PCP on the date of your 1st appointment, we will be unable to see you and will have to reschedule your appointment.

Thank you again for choosing us for all your medical needs. We look forward to building long and healthy relationships together.

Sincerely,
Heidi J. Foley, MD
Physician

Sincerely,
Dennis Foley
Practice Manager

Please visit our website at www.foleyfamilypractice.com.