



Paul Alberti, M.D., FACS ◦ Agnes Czibulka, M.D.
Tapan Patel, M.D., FACS
Thomas Takoudes, M.D. ◦ Eugenia Vining, M.D., FACS

Dear New Patient,

Welcome to Ear, Nose & Throat Medical and Surgical Group! We are happy you have chosen us and are committed to your care. To help you get ready for your first visit, here are a few important things to know.

Before Your Appointment:

Medical Records:

If another doctor referred you to us, please ask them to provide you with any pertinent information about your condition. This includes any test results or scans (like X-rays, CT scans, lab work, or hearing tests). Please bring this information with you at the time of your first visit or have them faxed to 855-496-0993.

Insurance:

Please call our *Billing Department* at (203) 234-2119 before your visit to confirm your insurance information, check your eligibility, and review any special requirements your plan may have.

Referrals (if needed):

If your insurance requires a referral from your primary care doctor, please make sure their office sends it to us before your appointment. Without it, your insurance may not cover the visit.

*****Please understand that if your insurance has not been verified and your referral is not in place at the time of the visit, your appointment may have to be rescheduled*****

Please fill out the enclosed Patient Demographic Form and Patient Health History Form and bring them with you to your appointment. You can also log onto your patient portal to view upcoming and past appointments, as well as update any of your personal information. Visit www.entmedicalsurgical.com to find additional information about our practice. Please bring your insurance card and photo ID the day of your visit. Any copays are due at the time of visit.

Cancellation and No-Show Policy:

To ensure that we can accommodate all of our patients, we kindly request that **cancellations be made at least 24 hours in advance**. Please note that our offices are closed on weekends, so any cancellations should be made during regular business hours.

- A \$25 cancellation fee will be charged for appointments canceled within 24 hours of the scheduled time.
- In the event of a no-show, a \$50 fee will apply.

If you have any questions or run into any issues, feel free to reach out to our Practice Administrator, Jim Wallach, at (203) 234-1324, Monday through Friday, 8:30 AM to 4:30 PM.

We look forward to seeing you soon!

Sincerely,

The ENT Medical & Surgical Group Team



Paul Alberti, M.D., FACS ◦ Agnes Czibulka, M.D.
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DIRECTIONS TO OUR OFFICES:

New Haven

Prince Professional Center
46 Prince St. Suite 601, New Haven CT 06519
Phone: 203-752-1726 Fax: 855-451-0554

Parking is available in front of the building for \$4.00 (up to 3 hours). Payment is by credit card only.

I-91 (South): Take Exit 1 (RTE 34 connector) towards downtown New Haven. You will then merge into the left lane which is the turn lane. At the light, you will take a left onto Church Street South. You will then go through two traffic lights. At the third traffic light, you will take a right onto Amistad Street. The entrance to our parking lot is immediately on the right.

I-95 (North and South): Take Exit 47 (RTE 34 connector) towards downtown New Haven. You will then merge into the left lane which is the turn lane. At the light, you will take a left onto Church Street South. You will then go through two traffic lights. At the third traffic light, you will take a right onto Amistad Street. The entrance to our parking lot is immediately on the right.

North Haven

31 Broadway, 2nd Floor, North Haven CT 06473
Phone: 203-234-1324 Fax: 855-855-496-0993

Free Parking is available in our lot at the rear and side of the building.

Merritt Parkway: (I-15 S) Take Exit 63, turning left at the end of the ramp. At the next light, turn left onto Bishop Street. At the second light, take a right onto State Street. At the three-way stop sign, take a left onto Broadway. Our office is at the first traffic light on the right, at the corner of Elm Street.

Merritt Parkway: (I-15 N) Take Exit 63, turning right onto Bishop Street at the end of the ramp. Take the first right onto State Street. At the three-way stop sign, take a left onto Broadway. Our office is at the first traffic light on the right, at the corner of Elm Street.

I-91 S: Take Exit 12, turning left onto Washington Avenue. At the seventh light, turn right onto Broadway. Our office is on the left at the first traffic light, on the corner of Elm Street.

I-91 N: Take Exit 11, turning right at the end of the ramp, then right at the first light onto Washington Avenue. At the next light, turn right onto Broadway. Our office is on the left at the first traffic light, on the corner of Elm Street.

Branford

954 Main Street, Branford CT 06405
Phone: 203-481-0003 Fax: 855-357-1519

Free Parking is available on main street (you would come in the front and go to the end of the hall) or you can park in the public parking lot located on the right on Harrison Ave. You would enter our building through the door that says 11 Harrison and go up the flight of stairs. (THERE IS NO ELEVATOR)

I-95 N: Take exit 54, turning right at the end of the ramp onto Cedar Street. Go through the next intersection (Rte.1), continuing to the end of Cedar Street. Make a left onto Main Street, make a second left onto Harrison Ave. and our parking lot is the second right.

I-95 S: Take Exit 54, turning left at the end of the ramp onto Cedar Street. Go through the next intersection (Rte.1), continuing to the end of Cedar Street. Make a left onto Main Street, make a second left onto Harrison Ave. and our parking lot is the second right.