



## SLEEP & NEUROSCIENCE ASSOCIATES

Sleep and Neuroscience Associates  
55 Holly Hill Lane, Suite 210  
Greenwich, CT 06830  
Phone (203) 422-7940, Fax (203) 422-7947

### General Information

Enclosed is the information you will need for your initial consultation. You are recommended to complete the forms and bring with you to your appointment.

We are located in Greenwich, Connecticut. Directions may be found at [www.sleepwellmd.com](http://www.sleepwellmd.com).

If you have health insurance coverage that allows benefits to be paid directly to Sleep and Neuroscience Associates, we will bill your provider directly. You will only be required to pay the portion of your bill that is not covered by your provider. If you are not covered by a health insurance plan, or we cannot receive direct payment from your insurance company, payment in full must be made at the time of service. Payments may be made by cash, personal check, Visa, MasterCard or American Express.

If you must cancel/reschedule an appointment, we ask that you contact us 48 hours prior to your appointment. Please call to confirm your appointment on the day of your visit.

**PLEASE NOTE THAT WE MUST CHARGE WHEN THERE IS A LATE CANCELLATION OR "NO SHOW."**

We understand that people forget appointments or have emergencies that prevent them from keeping their appointments; however, once an appointment slot is reserved it is your slot. We do not double book, and expect to provide you with prompt, on-time service. If you are unable to keep your appointment, we require 48-hours notice of cancellation. If you are late we will do our best to accommodate you on the day of your visit, but this may require you to wait for the next open slot.

**A MISSED CONSULTATION APPOINTMENT WILL BE BILLED AT \$100, THESE CHARGES ARE NOT RE-IMBURSABLE BY INSURANCE.**

If you have any questions about your visit please call the office at (203) 422-7940.

### INSURANCE REFERRALS MAY BE REQUIRED

Please arrive 15 minute before your scheduled appointment with your completed paperwork or you risk forfeiting your appointment.