



Dear Patient,

Thank you for contacting Keystone Surgical Associates of St. Luke's Hospital & Health Network. Your appointment is confirmed and the enclosed appointment card contains the physician's name, and the date and time of your appointment. Our two offices are conveniently located at 3131 College Heights Blvd, Suite 2200 in Allentown and 826 Delaware Avenue in Bethlehem. Enclosed is an appointment card for you with your appointment date, time, and location.

Our office is asking for your assistance in completing the enclosed paperwork prior to your scheduled appointment. If you require assistance in completing the necessary paperwork please arrive 15 minutes prior to your scheduled appointment and someone in our office will gladly assist you. This information will allow us to complete a thorough evaluation of your present condition.

**Very important notes to our patients!!!**

**It is very important that we receive all the necessary medical records by your appointment date/time. These records would include any/all reports, X-rays, MRI's, or any other pertinent information from the referring physician.**

**If your insurance requires a referral, it is your responsibility to make sure it is here by your appointment date. You may need to reschedule your appointment if you do not have a referral form.**

**We suggest you hand carry these records and referral to your appointment.**

We welcome the opportunity to address your medical needs. If you have any questions, please do not hesitate to contact our office.

If for any reason you need to change, reschedule, or cancel you appointment, please call us at 610-776-5025, during regular business hours.

We look forward to seeing you at the time of your visit.

Sincerely,

Scheduling Coordinator