

The Office of Rebecca J. Kurth, MD, FACP, PC  
Dr. Rebecca J. Kurth, MD  
Dr. Deborah P. Jones, MD  
800A Fifth Avenue, Suite 401  
New York, NY 10065  
Ph: 212 230-1081  
Fax: 212 230-1359

New Patients - Before your first appointment

Dear Sir or Madam,

You are scheduled for a new visit appointment at the office of Drs. Rebecca J. Kurth, M.D., F.A.C.P., and Deborah P Jones, M.D.,M.P.H. The office is located at the corner of 61<sup>st</sup> Street across from the Pierre Hotel. The office is in Suite 401. Our office phone number is 212-230-1081 and the fax is 212-230-1359. Our email address is [office@rjkurthmd.com](mailto:office@rjkurthmd.com). You may also find information about our Practice at [www.rjkurthmd.com](http://www.rjkurthmd.com).

If for any reason you need to cancel or reschedule, please inform us at least 24 hours prior to your appointment so that we may offer that appointment to another patient. Failure to cancel an appointment within 24 hours prior to your appointment may result in a \$200 fee. We will call you in a day or two prior to the appointment to confirm the date and time. To get the most out of your visit, we advise the following:

1. Fast 12 hours (nothing to eat or drink except water) prior to your scheduled appointment for accurate blood test results. If you have diabetes (not on insulin), DO NOT take any diabetic medications on the morning of your visit. You MAY take all other medication with water. DO NOT take any supplements. If you use an insulin pump, DO NOT fast. Please feel free to bring your medication(s) with you so that you may take them after your blood is drawn.
2. Please bring in, fax, or mail copies of any recent test results, doctors' visits, and any other relevant medical records. If you are transferring your care from another physician, please request that copies of your records be transferred to Dr. Kurth or Dr. Jones.
3. Please bring in a list of the medications you take with the doses (or bring in the actual bottles). Also, bring in lists of vitamins and supplements you take on a regular basis.
4. Please bring in your insurance card (to cover laboratory services).
5. If you will be paying by CREDIT CARD, prior to the visit please give us the number, expiration, and security code of the card. Please SPEAK to the office staff (212-230-1081) to give them the information (that way your bill can be prepared and emailed or handed to you after the appointment). If you are paying by check, you can still do this at the time of service – please let us know.
6. Complete the New Patient questionnaire online at <https://www.myspringcharts.com/portal/kurthjones/html/publicforms.html> prior to your visit.

7. You will be receiving your results via our Secure Patient Portal unless you request results sent by the postal service. Most likely the doctors will also call to review results. If you do not receive a message from the Secure Patient Portal with the doctor's letter and test results within 10 days of your appointment, please call or email the office to let us know.
8. In this time, as we recover from this wave of the COVID-19 pandemic, we have instituted several changes to protect your health and the health of our staff related to the scheduling of appointments. All appointments for blood drawing and vaccinations must be scheduled. There will be NO WALK IN VISITS. We ask that you come for your appointments no sooner than 5 minutes prior to the scheduled time. We ask that you call us if you are running late to your appointment.
9. Inform the office prior to your visit if any of the below apply to your situation, so that your doctor can speak with you. Even on the MORNING OF YOUR VISIT, you decide that any of these conditions apply to you, please call the office BEFORE coming in. There will be no cancellation fee if your appointment has to be rescheduled for another date.
  - You have experienced cough, fever, sore throat in the 14 DAYS prior to your appointment.
  - You have had any known exposure to an individual with COVID-19 infection in the 14 DAYS prior to your appointment.
  - You believe for ANY reason that you may currently have COVID-19 infection.

Sincerely,

Drs. Rebecca J. Kurth and Deborah P. Jones