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www.nephrologyassociatesms.com

TUPELO

1542 Medical Park Circle
Tupelo, MS 38801
662-844-4711

OXFORD

1790 Barron Street
Oxford, MS 38655
Phone: 662-236-2900

Toll Free: 1-866-344-4711

OUR SATELLITE CLINIC LOCATIONS:

CORINTH

Located in Corinth Medical Specialists
3301 Tinin Drive

New Albany

Located on 5th Floor
Baptist Memorial Hospital- Union County

Starkville

Located in Starkville Internal Medicine
107 Brandon Road

BATESVILLE

Located in Batesville Clinic
107 Eureka Street

Charleston

Located in The Charleston Clinic
401 South Church Street

HOLLY SPRINGS

Located in The Williams Clinic
1938 Crescent Meadow Drive

SENATOBIA

Located in Parekh Medical Clinic
300 East Main Street Plaza

WEST POINT

Locted on the campus of NMMC- West Point

OUR PROVIDERS

Thomas D. Wooldridge, M.D.

Diplomate American Board of Internal Medicine
Subspecialty of Nephrology

J. Martin Lee, Jr., M.D.

Diplomate American Board of Internal Medicine
Subspecialty of Nephrology

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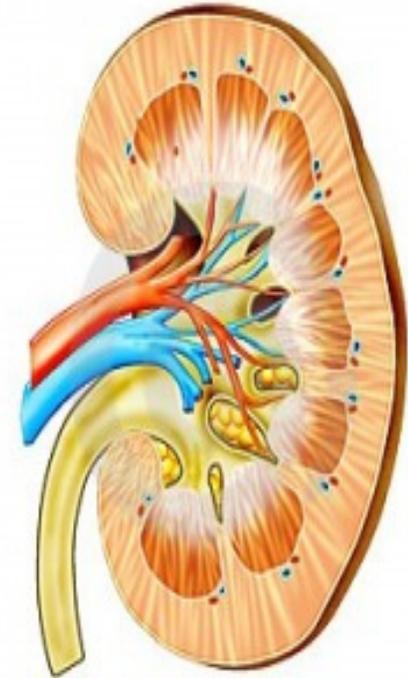
Kathy Thomas, AGACNP

Christy Jagers, FNP-BC

Trenton Gray, FNP-BC

**Nephrology and Hypertension
Associates, LTD.**

**Oxford Nephrology
Associates, LLC**



**Patient
Information
Brochure**

Thank you for choosing Nephrology and Hypertension Associates, LTD for your healthcare needs. Please allow us to make sure you are aware of a few of our policies and practices so that we can better serve you.

We are a specialty practice managing your nephrology and hypertension needs. Any questions regarding routine medical care not related to our specialty would need to be addressed by your primary care physician.

CLINIC HOURS:

Our clinic is open from 8 a.m. to 5 p.m. Monday thru Thursday and 8 a.m. to 3 p.m. on Fridays. Our providers are not in the clinic every day. Your provider may be working in the dialysis unit, the hospital or in a satellite clinic.

Please note that we have clinic locations in Tupelo, Oxford, Batesville, Charleston, Corinth, Holly Springs, New Albany, Senatobia, Starkville and West Point. Please let us know if you live closer to one of these clinics and would like to be seen by one of our physicians there.

We do have a physician on-call 24 hours a day/7 days a week that is available by calling 662-377-3000. If you have an emergency please do not page the on call physician, call 911 or go to your nearest emergency room.

TELEPHONE:

We welcome and encourage you to call our office for any questions that you may have. Please make non-emergent calls during normal business hours. When you call our office you will be asked a few questions so that we may direct your call to the appropriate person. Clinical questions will be directed to the nurses voice mail. Leave a message and your call will be returned as soon as possible. Since our nurses may be busy in clinic with the physician please allow them ample time to return your phone call. **Please note that phone calls to the nurse that are received after 3 p.m. will not be returned until the next business day.**

APPOINTMENTS:

Appointments are scheduled during regular office hours. Please make sure that you arrive at your scheduled appointment time (or earlier for lab work if requested by physician). Unfortunately, unexpected emergencies can occur which may cause a delay in our schedule. Please remember, we are a multi-provider practice so just because you arrive before someone else doesn't necessarily mean that you will be called back before they are. Each physician has their own schedule of patients.

Please bring your current medication bottles (not a list) with you to **EVERY** visit. This will assist us in providing you the best possible medical care.

Make every effort to keep your appointment as our physicians keep a very tight schedule. If an appointment is missed it could be several weeks to months before another appointment can be made. If you are going to be unable to keep your appointment please notify us in advance so that we can use the time for another patient who may need it.

PRESCRIPTIONS:

Please contact our office when you need a refill on a prescription that was prescribed by our providers. **Remember to call for your refills before you are completely out of your medication.**



**Nephrology and
Hypertension
Associates, LTD.**

FEES:

There are basic fees for each visit and additional fees for labs and procedures. You will be financially responsible for the medical care you receive and **payment will be expected at the time of service. We accept Visa, MasterCard, cash or check.**

We will file your insurance for you if you assign the benefits to the doctor- in other words, if you agree to have your insurance company pay the doctor directly. If your insurance company does not pay the practice within a reasonable time period, we will have to look to you for payment. We must have a copy of your insurance card in order to file a claim. It is your responsibility to provide us with any changes that you may have in your insurance coverage. You are financially responsible for any co-payments and amounts that are not covered by your insurance company. Co-payments are expected at the time of service by one of the methods listed above. If any services are deemed "not covered" you will be responsible for the charges. Payment is due upon receipt of your monthly statement from our office.

If you are insured by a plan that we do not have prior arrangements with, we will prepare and send the claim for you on an unassigned basis. This means the insurer will send the payments directly to you. Therefore, our charges for your care are due at the time of service.

NO SMOKING PLEASE:

Because exposure to tobacco is detrimental to your health, smoking is prohibited on our premises.

MEDICAL RECORDS CONFIDENTIALITY:

Your medical records are kept confidential. Protecting patient privacy is important to us. We will maintain safeguards to protect our patients' information.