

**EMPIRE PSYCHIATRY & MEDICINE, PLLC**  
**SAHAR ELEZABI, MD, MPH**  
**1527 EMPIRE BLVD**  
**WEBSTER, NY 14580**  
**PHONE 585-670-0507 FAX 585-257-9722**  
**HOURS: TUESDAY-THURSDAY 8am-4pm**

**WELCOME LETTER**

Welcome to our practice. We pride ourselves in providing quality psychiatric care in a patient friendly atmosphere. We look forward to assisting you with any health concerns you may have now or in the future. This letter confirms your first appointment on

\_\_\_\_\_ at \_\_\_\_\_ with \_\_\_\_\_.

**Please arrive 15 minutes early on your first visit.**

We will call to confirm your initial appointment two business days ahead. If you do not show or cancel after confirmation of the appointment, we reserve the right to not reschedule your appointment.

Please take a moment to read the enclosed materials and complete the questionnaires. After carefully reading, please **keep** for your records the enclosed:

- Welcome letter
- HIPAA Privacy Notice (available in the office)

Then please **sign and bring with** you the following forms:

- Patient registration form
- Financial Policy form
- Psychiatric and medical history form
- A list of all your current medications
- Three Authorization for Release of information forms
  - 1 Form for your PCP
  - 1 Form for your Therapist
  - 1 Form for your significant other, relative or friend if desired

If for any reason you find that you will not be able to keep a scheduled appointment, please give us at least 48 hours notice. Otherwise, we will look forward to seeing you as planned. If you have any questions or concerns, please feel free to contact us at any time. Thank you, once again, for choosing our practice for your mental health needs.

***Empire Psychiatry & Medicine, PLLC***

We are located across from Hill Haven nursing home in a one-story beige stone house with red trim with two driveways on either side of the building. For handicap parking, please use the driveway next to our mailbox labeled 1527, park in the designated spot and use the front entrance. For all others, please use the shared driveway next to mailbox labeled 1533, park in the back parking lot and proceed up the steps to the back entrance.

**Directions:** FROM I 590 N TAKE EMPIRE BLVD EXIT, TURN RIGHT, DRIVE APPROXIMATELY 2 MILES AND OUR OFFICE IS THE 4<sup>TH</sup> BUILDING ON THE LEFT-HAND SIDE.

FROM I 104 E, EXIT BAY RD, TURN LEFT ONTO BAY RD, DRIVE ABOUT 1 MILE TO EMPIRE BLVD, TURN RIGHT. DRIVE APPORXIMATELY ONE MILE AND OUR LOCATION IS ON THE RIGHT.