



Michigan Institute for Sleep Medicine
47601 Grand River Avenue
Outpatient Center- #B229
Novi, MI 48374
248-465-4290

Dear _____:

Thank you for your recent call to our office. Your office visit with Dr. Bradley Rowens and/or Linda Greenwood, PA-C is scheduled for _____ at _____. Please arrive 15 minutes early so that we can get copies of your health insurance card(s) and identification. Your office visit will take approximately 30 to 45 minutes. If testing is needed, we will schedule it at the end of your office visit.

Directions to the office and a questionnaire are enclosed. It is very important that you complete the questionnaire and bring it with you for your appointment.

Our office is located in the **Providence Park Outpatient Center**, which is on the corner of Grand River Avenue & Beck Road in Novi. We are at the Northeast corner of the building on the 2nd floor.

- You may access the **OUTPATIENT CENTER** via Grand River Avenue
- Follow signs for the **OUTPATIENT CENTER** and park near the **NORTHEAST ENTRANCE**
- **NORTHEAST ENTRANCE** is located **EAST** of the **OUTPATIENT CENTER MAIN ENTRANCE**
- Park in the parking lot closest to **NORTHEAST ENTRANCE (Patient & Visitor parking section)**
- Enter the building through the **NORTHEAST ENTRANCE**
- The **ELEVATOR** to the office is located next to the stairwell on your **LEFT**
- Take the elevator up to the **2nd floor**. Exit elevator and turn **LEFT**
- Take the hallway to your **LEFT**. **Suite# B229** is located down the hall on the **RIGHT** side of the corridor

If you need wheelchair assistance or walking assistance - Please enter the building at Providence Park Outpatient Center Main Entrance and ask for assistance at the front desk.

If you have an HMO insurance you will need a referral from your primary care doctor for each visit in our office. If you arrive without a referral, we will have to reschedule your appointment. If you do not know whether your insurance requires referrals, call the phone number on the back of your insurance card to inquire.

Payment for insurance copays or non-covered services is **REQUIRED** at the time of your visit. Un-met deductibles for sleep studies are required at the time of the sleep study. We accept cash, check, American Express, Visa, MasterCard or Discover Card. If you are unable to pay you must contact the office manager prior to your visit.

If you need to change or cancel your appointment, give us 48 hours notices if possible. If you miss or cancel an appointment less than 24 hours prior to it, you may be billed \$50.00. If you have any other questions, you may reach us at **248-465-4290**. We look forward to seeing you in our office.