

**James E. Dowd, MD, PC**  
**Board Certified Adult and Pediatric Rheumatologist**  
**Board Certified Integrative Holistic Medicine**

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Dear New Patient,

Dr. Dowd and staff at the Arthritis Institute of Michigan would like to welcome you to our practice! We look forward to providing you with personalized, comprehensive health care for your rheumatology needs.

We have included a set of new patient forms for you to fill out in advance of your appointment. During your initial visit, we will be reviewing your complete health status and history. These forms contain information necessary to complete this process. Please complete the attached forms and bring them with you to your upcoming appointment, along with your insurance card and identification.

The included forms must be filled out **BEFORE** you arrive to our office.  
If they are not filled out, your appointment will be rescheduled!

As a reminder, you will receive 2 confirmation calls for this new patient appointment. The first will occur approximately two weeks before the appointment and the second will occur one business day before. Both of these calls need to be confirmed by you, or your appointment will be cancelled. Please call our office at (810) 225-7553 at least 48 hours in advance if you need to reschedule or cancel your appointment. Due to the length of these first appointments, we apologize, but we cannot reschedule patients who no-show or cancel with less than 48 hour notice.

We thank you for choosing the Arthritis Institute of Michigan to address your rheumatologic needs. We look forward to working with you. If you have any questions regarding our services or your appointment, please call us at (810) 225-7553.

Sincerely,  
Dr. Dowd and staff