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General Surgery  
Vascular Surgery  
Endovascular Surgery  
Breast Surgery  
Endocrine Surgery  
Colon and Rectal Surgery  
Advanced Laparoscopic Surgery  
Laparoscopic Bariatric Surgery  
Colonoscopy  
Varicose Vein Treatment  
Wound Care

Susan C. Mansur, Executive Director

## WELCOME AND A LITTLE ABOUT OUR PRACTICE

Our American Board of Surgery Certified Surgeons with advanced training and certification in Vascular, Endovascular, Colon and Rectal, Breast, Endocrine Advanced Laparoscopic and Laparoscopic Bariatric Surgery provide services to patients at Hallmark Hospitals, Winchester Hospital, New England Medical Center, The Winchester Hospital Breast Care Center and in our handicapped accessible office at 91 Montvale Avenue in Stoneham. The Vein Center at CSA provides office-based varicose vein treatment and diagnostic vascular ultrasound at our ICAVL certified Lab. Adequate parking, drop-off area, and elevators are available. Our offices are open Monday through Friday with office hours by appointment. Emergency coverage is provided nights, weekends and holidays.

### THE WEBSITE PACKET

Please review our Notice of Privacy Practices. Print and complete the Patient Registration-Acknowledgement-Assignment-Authorization form, Medical Information form, Medication Log & Allergy List, and Breast History form if applicable. Your appointment card will be mailed from the office. Once complete all forms should be, signed and dated where required, and brought with you to your appointment together with your current insurance cards, driver's license or other photo ID and a utility bill if the photo ID does not include your current address.

### TEST RESULTS

If you have had recent tests associated with your current problem, please arrange with our office staff to obtain copies of your test results. They may request that you bring films of those studies and assist you to facilitate that process.

### INSURANCE & PAYMENT

We participate with most every managed care insurance plan. If your plan requires referral when you see a specialist, contact your primary care physician's office, provide your appointment date with our office, and request a referral. Some referrals are transmitted to us electronically, some are mailed and some may require you to pick up a paper referral and bring it with you. In the absence of a referral, we will provide care; however, your insurance may not pay, and you will be asked to sign a financial responsibility waiver. Please review your insurance coverage regarding deductibles and co-pays. They are payable at the time of each visit. If you do not have insurance, payment is expected at the time of your visit. We accept cash, checks and credit cards. Our Website contains a "credit card on file" consent form. We encourage you to complete that form to assist us in keeping billing costs down and to expedite registration.

### ABOUT US

Our Website describes in detail the scope of our Practice. Should you have any questions or desire additional information please call the office at 781-279-1123.