

**ALBEMARLE MEDICAL ASSOCIATES, PLLC**

1507 N Road Street, Suite # 3

Elizabeth City, NC 27909

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[www.albemarlemedical.com](http://www.albemarlemedical.com)

**Practice Information Sheet**

OFFICE HOURS

Monday through Thursday, 8:30 a.m. to 5:30 p.m.

Fridays, 8:30 a.m. to 5:00 p.m.

If you have a medical emergency, please call 911 or proceed directly to the emergency room.

CLINICAL ADVICE

Please contact our office by phone at 252-335-2963 or via your electronic Patient Portal (if applicable) during regular business hours for real-time clinical advice.

APPOINTMENT SCHEDULING

Albemarle Medical Associates, PLLC is committed to providing quality healthcare to all patients. Every effort will be made to schedule you at the earliest, most convenient time for you. Appointments for routine wellness exams/yearly physicals should be scheduled well in advance. We have allotted same day appointments on each business day, however, we encourage you to call as early as possible.

Appointments are available Monday through Thursday from 8:30 a.m. to 4:30 p.m. and select Fridays from 9:30 a.m. to 12:00 p.m.

CANCELLATION POLICY

If you are unable to keep a scheduled appointment for any reason, please contact our office at least 24 hours in advance to cancel your appointment. No-show and appointments cancelled less than 24 hours in advance may result in a \$25.00 charge posted to your account payable before your next appointment date. This fee will not be filed, nor will it be paid by any insurance company. This fee will be your responsibility to pay if incurred.

SERVICES & REFERRALS TO SPECIALISTS

As your Patient Centered Medical Home we provide you with first-contact care that is personal, coordinated, comprehensive, and that meets most or all of your healthcare needs.

Dr. Tejwant S. Chandi is board certified in Internal Medicine and can diagnose and treat a wide range of health issues. Should the need for specialist intervention arise, Dr. Chandi will initiate the referral. Our healthcare team will contact the specialist office to initiate your appointment.