



*Ear,  
Nose &  
Throat Associates of Charleston, Inc. (304) 342-0124*

**Physicians Board Certified  
American Board of Otolaryngology**

F. Thomas Sporck, M.D., F.A.C.S.  
D. Richard Lough, M.D.  
P. Todd Nichols, M.D.  
G. Stephen Dawson, M.D.  
Michael R. Goins, M.D.  
Michael S. Beasley, M.D.  
David A. Phillips, M.D.

*Complete Medical & Surgical Care  
of the Ears, Nose & Throat including  
the Head and Neck for Adult  
and Pediatric Population*

*Inhalant Allergy Testing & Treatment  
Hearing Evaluations  
Hearing Aid Services  
CT of Sinuses and Middle Ears*

**EN&T Hearing Aid Center  
Audiologists**

Brenda D. George, M.S., CCC-A  
Melissa A. White, M.S., CCC-A  
Jaime G. Gorby, Au.D., CCC-A  
Katheryn S. Monk, Au.D., CCC-A  
Denise S. Burhans, M.S., CCC-A  
Ann M. Willard, M.S., CCC-A  
D. Rachelle Miano, Au.D., CCC-A

**Administration**

Elizabeth Doran, CMOM  
Managing Director

Kathryn A. Bailey, R.N.  
Head Nurse

Linda S. VanHorn  
Administrative Assistant

Sherri A. Clark  
Business Office Supervisor

**Office Location**

Medical Office Building North  
500 Donnally Street, Suite 200  
Charleston, WV 25301

**Mailing Address**

Post Office Box 1628  
Charleston, WV 25326-1628

**Website:** [www.entchas.com](http://www.entchas.com)

**E-Mail:** [info@entchas.com](mailto:info@entchas.com)

Date \_\_\_\_\_

Dear Patient,

**To avoid a delay of 30 - 45 minutes** before seeing the doctor at your scheduled time, please fill out the enclosed forms and mail them in the envelope provided at least one week prior to your appointment. If we do not hear from you, someone from our office will attempt to pre-register you by phone. If you have not been pre-registered, bring the completed forms with you to the appointment.

***Please bring the following to your appointment:***

1. *a list of all the medications you are currently taking including any vitamin(s) and/or supplement(s)*
2. *any blood work, actual x-ray films, CT films, or any notes pertaining to this appointment*

Without all pertinent information the doctor may not be able to assess your condition at the time of the visit.

\_\_\_\_\_  
Appointment Secretary

Enclosures

**Please be here thirty (30) minutes before your scheduled appointment time.**

**Directions:**

- ▶ Exit I-77 at Leon Sullivan Way and Capitol Streets (Exit 100).
- ▶ Follow Leon Sullivan to the first traffic light and turn right onto Washington Street.
- ▶ Follow Washington Street to Laidley Street (to the 4<sup>th</sup> traffic light) and turn right onto Laidley Street.
- ▶ Follow one block to stop sign at Donnally Street.

The office is located at 500 Donnally Street on the second floor of Medical Office Building North (Building A).

- ▶ Come in building through the main entrance (covered entry located approximately in the middle of the complex)
- ▶ Take "A" elevator to second floor and you will be in the EN&T's reception area
- ▶ Check-in at reception desk on arrival

Additional parking

Metered parking is available on Donnally Street

Behind the building - hospital lot parking fee of \$4.00 (correct change appreciated)

Hospital parking building located on Laidley Street – parking fee of \$4.00