

FOR ALL APPOINTMENTS:

- PLEASE ARRIVE EARLY ENOUGH TO FILL OUT PAPER WORK.
- PROVIDE YOUR DATE OF BIRTH, ADDRESS, PHONE NUMBERS, SOCIAL SECURITY NUMBER, AND EMPLOYER.
- BRING ALL OF YOUR MEDICATIONS TO EVERY VISIT
- PROVIDE CURRENT AND ACCURATE INFORMATION
- BRING ALL INSURANCE CARDS
 - * *PLEASE NOTE: CHECK WITH YOUR INSURANCE COMPANY TO SEE IF YOU NEED A PRIOR AUTHORIZATION FOR YOUR VISIT.*
- **COPAY IS DUE AT THE TIME OF VISIT.**

PRESCRIPTION REFILLS

- PLEASE HAVE ALL INFORMATION READY WHEN YOU CALL TO HAVE A REFILL DONE
 - DATE OF BIRTH
 - NAME OF MEDICATION, DOSE, AND REASON FOR TAKING THE MEDICATION
- PLEASE NOTE:**
- ***ALL NARCOTICS CAN NOT BE REFILLED WITHOUT AN APPOINTMENT.**
 - ***IF YOU HAVE MORE THEN THREE MEDICATIONS THAT NEED REFILLED YOU WILL HAVE TO MAKE AN APPOINTMENT.**
 - * **PLEASE CALL AT LEAST 5 DAYS PRIOR TO RUNNING OUT OF YOUR MEDICATION TO ASSURE YOU CAN GET AN APPOINTMENT IN A TIMELY MANNER.**

MAIL IN PRESCRIPTIONS:

- BRING IN YOUR REFILL FORM WITH THE PATIENT PORTION FILLED OUT.
- PROVIDE THE FAX NUMBER, ADDRESS AND PHONE NUMBERS FOR THE MAIL IN PHARMACY YOU WANT TO USE.
- PLEASE LET YOUR DOCTOR KNOW AT YOUR VISIT WHAT PHARMACY YOU WILL BE USING.

MEDICAL TEST RESULTS :

- PLEASE ALLOW 7-10 DAY BUSINESS DAYS FOR YOUR RESULTS
 - PLEASE MAKE A FOLLOW UP APPOINTMENT WITH YOUR DOCTOR TO GO OVER ALL LAB, RADIOLOGY, AND ANY OTHER TEST RESULTS THAT YOUR DOCTOR MAY HAVE ORDERED.
- PLEASE NOTE:**
- ***WE DO NOT GIVE LAB RESULTS OVER THE PHONE OR FOR WALK IN PATIENTS; YOU MUST MAKE AN APPOINTMENT**

MEDICAL RECORD REQUEST:

- **IF YOU NEED YOUR RECORDS FOR ANY REASON PLEASE FILL OUT A RECORD RELEASE FORM.**
- PLEASE ALLOW US 10 BUSINESS DAYS TO COMPLETE THIS REQUEST.
- PROVIDE FAX NUMBER, PHONE NUMBER, AND ADDRESS IF APPLICABLE WITH YOUR REQUEST INFORMATION.

REMINDERS:

- **If you are a no show 3 times in a 3 month time period you will have to make same day appointments.**
- **You will receive a bill if you do not provide us with accurate information**
- **Please cancel an appointment you will not be able to make a day prior to the appointment time.**
- **If you are 15 minutes late you will have to reschedule.**