

WELCOME TO OUR OFFICE

Your Appointment is _____ at _____ with Dr. _____

(You will be receiving an automated appointment reminder call 2 days prior to your appointment. Please be sure we have the correct telephone number to contact you and or leave a message.)

Our medical staff and office personal want to take this opportunity to acquaint with our office policies in order to make your visit with us as pleasant as possible. We are committed to providing you with the finest in personal service and healthcare.

NEW PATIENT VISIT FORM:

Please complete the enclosed new patient visit forms (4 pages) and bring the completed forms with you on the day of your appointment. If it is more convenient you can mail in the completed forms. *Please answer all questions.*

OFFICE HOURS:

Office hours are by appointment only. Appointments can be scheduled from 8:00 AM to 4:30 PM Monday through Thursday and Friday 7:30 AM to 1:30 PM. We ask all New Patients to arrive 15 minutes prior to your scheduled appointment to facilitate the registration process. Our goal is to allow the appropriate amount of time for each patient. However, sometimes a particular case is more complex than anticipated and more time may be required. We ask your patience in understanding that scheduled appointment times are approximate. If you are unable to keep your appointment please call **203-789-1249** at least 36 hours in advance to reschedule. There will be a fee of \$50.00 for appointments not cancelled with appropriate notice.

REFERRALS and COPAYMENTS (for HMO and Managed Care Patients):

If your insurance is an HMO or other managed care plan which requires a referral for a specialist visit, it is your responsibility to get the referral from your primary care physician. Please have the referral made out to the physician you are scheduled to see. Co-payments are due at the time of visit. We do not bill for co-payments. For your convenience we accept credit cards, checks and cash.

LATENESS:

We strive to see patients on time. Arriving late for an appointment may require rescheduling. Every effort will be made to accommodate you with a rescheduled appointment.

PRESCRIPTION REFILLS:

Prescriptions are filled at the time of your appointment. If a refill is required at another time please have your pharmacy fax us a written request to 203-776-6188. Please allow 72 hours call back time for refills. Prescriptions requested after hours will be reviewed on the next business day and be processed as stated above. If you have not been seen in a year or more, your prescription will not be filled. You will need to make a follow up appointment.