

LOGO

ADDRESS

Contact Sheet

It is our goal to provide you with seamless and prompt communication to serve all your medical needs. This contact form lists the different ways to reach us, based on your different medical needs.

Note that it is our policy to routinely communicate with abnormal values that require intervention, but not to communicate for routine results that are expected or within the normal range.

- Please register and activate MyChart for access to your medical records, results, requests for refills, and the ability to have **non-urgent communication** with your team:

Insert MyChart Link

- **To schedule or cancel an appointment, please call:**

	<u>Opens</u>	<u>Closes</u>	<u>Phone Number</u>
Outpatient Clinic	8:00 AM	4:30 PM	111-111-1111

- **For routine clinical questions and medication refills** during regular business hours (8 AM – 4:30 PM, Monday – Friday), please call:

Nurse	<i>Insert Name</i>	222-222-2222
Advanced Practice Nurse	<i>Insert Name</i>	333-333-3333

- **For URGENT ISSUES or if phone calls are not answered in time for a time-sensitive request:**

- First, try calling directly. We often answer the phone and can help immediately.

- Nurse *Insert Name* 222-222-2222
- Advanced Practice Nurse *Insert Name* 333-333-3333

- If after hours, or if a call is not answered directly, page us: 444-444-4444

- Please do not page the Fellow during business hours, our team is available to help you.

- **If you do need to go to an Emergency Department, please insist that the physicians there call or page us at the above numbers. We much prefer to talk to you before you go, but if you are there, we will guide your care so that unnecessary tests or procedures can be avoided.**

Please keep this contact sheet in a safe place and let us know if you have feedback on how we can improve our services!