

General Office Procedures

We would like to welcome you to our office. We appreciate the opportunity to help serve you in a warm, caring and confidential environment.

APPOINTMENTS

Your appointment is time set aside specifically for you. We understand that emergencies do sometimes occur and you may need to reschedule this appointment. We do require a minimum of 24 hours notice for all cancellations as other patients may need that time.

Recurrent missed or cancelled appointments may result in dismissal of your care in this practice.

SNOW & ICE OFFICE POLICY

We try to follow the schedule for the WS/FC Schools System on inclement weather days. Please call the office on those days if you are unsure about whether or not to come to your appointment.

There is no charge for appointments missed on snow/ice weather days.

PRESCRIPTIONS

We will gladly assist you with questions about your medications or refills during office hours. Please call by 11:00 AM so chart may be reviewed.

Please know that prescriptions cannot be refilled for patients who fail to keep follow up appointments or who have not been seen in the office in over 6 (six) months.

We do not routinely fill prescriptions after 5:00 PM on weekdays or on the weekends.

CONTACT US

General questions or administrative issues that do not involve confidential patient care matters can be answered through email or by telephone.

For general questions that do not involve confidential patient care you can email us at:

LKirklandMDOffice@gmail.com

You can also call the office at (336) 774-1755 or fax at (336) 774-1140.

I have read and agree with the procedures of this practice.

Signature of Patient (or Parent/Guardian)

Date