

Wellstar Marietta Internal Medicine

Thank you for choosing Marietta Internal Medicine as your primary care facility. The following information is being provided to help make your appointment with us a smooth and pleasant experience.

First Visit

If this is your first visit, we ask that you **please arrive at least 30 minutes early** to provide us with enough time to prepare your information for the doctor. Be sure to bring the completed patient information and health history forms sent to you. If not, we will ask that you complete these forms in the office. Please always bring any medications, over the counter or prescription, you are presently taking.

Office Hours and Appointments

We see patients by appointment only. Our hours are Monday-Friday 9 a.m. to 1 p.m. and 2 p.m. to 5 p.m. Emergency appointments are usually available, but please call first to check availability. To schedule an appointment, please call 770-427-4682. There is always a physician on call for after-hours emergencies.

Drop-In Urgent Care Treatment

When you are unable to schedule an appointment during regular office hours, urgent care physicians are available at a Wellstar Urgent Care facility. No appointment is necessary. However, you will need to refer to your insurance to see what facilities are available with your individual plan. Please notify us within 24 hours of these visits so that we may initiate a referral if necessary.

Insurance

Please bring your insurance card to every visit and we will copy it to make sure that we have your correct information. **Please be familiar with your benefits.** If you have an HMO, please be sure the provider you made the appointment with is your designated primary care physician. **All insurance co-pays are due at the time of service. If you do not have insurance, payment is due at the time service is rendered unless prior arrangements have been made.**

Prescription Refills

Please call your pharmacy for refills.

Lab/Blood Pressure Checks

If your provider requests that you return for lab work, blood pressure checks, or injections, please notify the receptionist and she will schedule your return visit. Please allow five to seven business days for your lab results to be placed on the Medical Information Network (1-866-859-8147).

Referrals

Please allow us at least 72 hours to process a referral. If you have a secure fax, we can fax the referral to you before your appointment. Otherwise, we may ask you to come by and pick it up before your appointment.

Late for an Appointment

Please be on time for your appointment. If you are more than 20 minutes late for your scheduled appointment, we may ask you to reschedule or possibly wait until all scheduled appointments have been seen. Late arrivals cause punctual patients to wait longer. We understand the need to cancel or reschedule your appointment cannot be helped at times, but please call as soon as you are able so that we may accommodate others that need to be seen. **There is a \$25.00 fee for appointments that are not canceled 24 hours in advance; if you fail to show for three appointments, we will no longer be able to provide your health care.**

We are committed to high quality health care for our patients. If you should have further questions or concerns, please call 770-427-4682.