**How to make the most out of your appointment**

To ensure you get the most out of your appointment with us, we have come up with a few scenarios and suggestions to best utilize your time and make your visit as efficient as possible. We will not be able to address all of your concerns in a single visit if enough time is not allotted for your appointment. If you have any questions, please speak with any of our staff members. They will be happy to assist you in creating an appointment that best meets your expectations.

* What do you want to accomplish with your visit today? Make a list of the things you need addressed and think about how much time you think each of those concerns will require. If your list is more than 3 separate complaints or you are on > 5 medications, your appointment will need to be longer than 15 minutes.
* Do not share your visit with anyone else. Spouses and partners need to make separate appointments to address their own concerns.
* We would love to see you more often! Making a follow-up appointment in 1-2 months to discuss additional issues or to re-visit concerns discussed on the day of your appointment is always appropriate.
* If you are scheduling your annual visit but need diabetic shoes, you need to schedule a separate appointment for a diabetic foot exam.
* If you are coming in for refills on your prescriptions or to follow-up on testing, obtaining FMLA papers during that visit will not be reasonable.
* Medicare Wellness Exam or Annual Wellness Exam – please see the separate handout defining this type of appointment.
* Letters of necessity for equipment or procedures are best handled through an office visit with one of our providers. Typically, information required can be gathered during that visit. If this is requested via portal, email or phone conversation, additional fees may apply.
* If you discuss scheduling a procedure with one of our providers but are unsure of your decision to actually follow through with this appointment, notify one of our staff members at checkout. They will be happy to give you the information to schedule the appointment with the specialist or procedure on our own time. This will decrease the time burden on staff to schedule appointments that are missed or cancelled.
* Controlled Substances – please see our policy regarding our prescribing habits for controlled substances and narcotic medications.