Welcome to **Virginia Endocrinology Consultants.** We are pleased to provide you with specialist Endocrine and Diabetes Care.

**Office Hours:** Monday to Friday 8AM to 4PM, Saturday 9AM to 12 PM. Telephone: 703 676 3433, Fax: 703 676-3438

**Referrals:** Please obtain a referral from your primary care physician. Please bring a copy with you at the time of visit. It is important that you obtain a referral if required by your insurance. We need this referral before you can be seen.

**Insurance:** Please bring a copy of your insurance card and a photo ID to your visit.

**Copay:** This is due at the time of visit. We accept cash or credit card - Visa, MasterCard and Discover.

**Medical Records:** Please bring a copy of your medical records to your visit or have your medical records faxed to 703 676-3438. If you are a diabetic, please bring a copy of your blood sugar logs.

**Prescription Refills:** These are done during office hours- Monday to Friday 8AM to 5 PM, Saturday 9AM to 12 Noon. Please notify us ahead of time before you run out of medication. 24 to 48 hours notice is needed. Prescriptions will not be filled after hours.

**Appointments:** Patients are seen by appointment only. Please arrive 15 minutes before your appointment time to fill out required paperwork if not done previously. If you are unable to keep your appointment, please call at least 24 hours before your scheduled appointment to avoid a cancelation fee of $**25 dollars.**

**Answering service:** Please call 703 676-3433 after hours for urgent matters.

**New patient checklist:**

* Referral
* Completed registration form, Initial clinical history form
* Insurance card
* Medication list
* Blood sugar logs if diabetic
* Copay payable by cash or credit card
* Pharmacy Number
* Email address
* Primary Care Information

I agree to all the terms and conditions stated.

**Name: DOB: Date:**

**Pharmacy #: Primary Care Information:**