# Wakefield Pediatric & Adolescent Medicine, P.A. 11081 Forest Pines Drive Suite 122 Raleigh, NC 27614

#### Your Partner in Excellent Health Care

We are pleased that you have chosen us as your health care provider. Our goal is to provide you with personalized and best possible medical care in a compassion and caring manner. Our physician and staff strive to treat our patients as we wish to be treated with consideration, mutual trust and respect.

### **Scheduling Appointments**

When you call the office for an appointment, be sure to tell us the reason for your appointments so we can plan on a date and time that is most convenient for you. Appointments for physical exams and routine visits are typically available and can be scheduled as needed. We know that illnesses are unexpected and we will try to work around your schedule to bring you in for immediate care and attention.

# **Regular Office Hours**

Telephone number: 919-570-7010 After Hours number: 919-570-7010

Fax number: 919-570-7020

 Monday
 8:00AM - 5:00PM

 Tuesday
 9:00AM - 5:00PM

 Wednesday
 9:00AM - 5:00PM

 Thursday
 9:00AM - 5:00PM

 Friday
 9:00AM - 12:00N

### **Extended Hours and After-hours Emergencies**

Health care emergencies can happen anytime. If you have an urgent problem and the office is closed, call us anyway 919-570-7010. We are on call 24 hours a day, if you feel that you have a life-threatening emergency, call 911 or go straight to the nearest hospital emergency room. It is your responsibility to inform the practice regarding care with any other healthcare facilities and providers.

# First Visit and Follow-Up Visits

On your visit, check in at the registration desk so your information can be reviewed for accuracy. You can help us serve you better by notifying the registration desk of any changes in name, address, telephone number or insurance coverage since the time of your last visit. Verifying this information at each visit will help ensure the accuracy of submitting your services to your insurance(s) company in a timely manner.

We try to follow our scheduled appointments as closely as possible. However, due to unavoidable circumstances or emergencies, a provider may have to spend additional time with a patient who may have had an appointment prior to yours. This may result in a delay in seeing your provider. We appreciate your patience and understanding in such circumstances.

#### **Prescriptions and Refills**

We proudly use electronic prescribing to improve prescription safety and efficiency. Prescriptions and refills are issued during regular office hours. Call your local pharmacy for all refill requests.

We would like to thank you for choosing us as your primary health care provider. We look forward to working with you.