



Dear \_\_\_\_\_,

Welcome to our practice! We are grateful you have chosen us for your cardiac needs and plan to make your experience as pleasant and efficient as possible.

**First appointment tips:**

- Bring all medications in their original pharmacy bottles, the enclosed bag has been provided for your carrying convenience.
- Bring your insurance cards.
- Bring any previous EKG, lab test results, procedure reports or other medical records. This is especially important if you are a self-referred patient.
- Be prepared to pay your co-pay, if applicable.
- Know your medical history and be prepared to discuss your history and/or ask questions.
- Read the contents of this packet, completing any needed information.
- Complete Medical Records Request form and bring the form with you.
- Be sure to visit our website at [www.carolinacardio.com](http://www.carolinacardio.com) and view a video about the cardiologist you will be seeing and also to learn more about our practice.

**Your appointment has been scheduled with:**

Doctor: \_\_\_\_\_

Procedure: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Please arrive at: \_\_\_\_\_

**Office Location**

- Greenville Office • 877 W. Faris Road, Suite B • Greenville, SC 29605 • (864) 455-6900 P
- Greer Office • 315 Medical Parkway, Suite 200 • Greer, SC 29650 • (864) 455-6900 P
- Easley Office • 101 Richard Street • Easley, SC 29640 • (864) 455-6900 P
- Simpsonville Office • 719 S.E. Main Street, Suite A • Simpsonville, SC 29681 • (864) 455-6900 P



### **Office Hours**

|                     |                            |
|---------------------|----------------------------|
| Greenville office   | Mon.-Fri., 8 A.M. - 5 P.M. |
| Greer office        | Mon.-Fri., 8 A.M. - 5 P.M. |
| Easley office       | Mon.-Fri., 8 A.M. - 5 P.M. |
| Simpsonville office | Mon.-Fri., 8 A.M. - 5 P.M. |

### **Scheduling Appointments**

Due to the time-sensitive nature of cardiac care, we schedule patient appointments no more than one month in advance. After you see our cardiologist, if you need to schedule a follow up appointment, we will enter the month in which you need to return into our computer system. When it gets closer to the time for you to return for your office visit, our computer system prompts our schedulers to make your appointment. After your appointment is scheduled, they will mail you the date and time.

To Summarize, you will be notified by mail approximately two weeks to one month before your return appointment is due. If you receive the appointment notice and cannot keep the appointment, kindly call our office to reschedule.

### **Prescription Refills**

We strongly encourage all refills to be obtained at the time of your office visit. Please be sure to let your cardiologist know at the time of your visit if you need any prescription refills. Please take the prescriptions you are given to your pharmacy to put them on file.

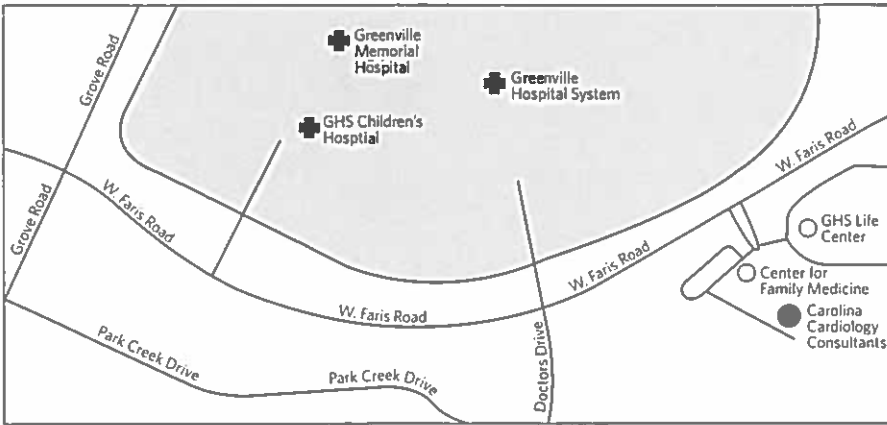
To request a refill you may call our pharmacy line at 864-455-6930 (Greenville, Greer, Easley, or Simpsonville).

When leaving a voice mail make sure to include all information requested, including if you need a 30 day or 90 day supply.

Refill requests are completed in 24-48 hours unless additional information is needed from you. Written prescriptions will be available for pick up in 24-48 hours. If you require the prescription to be mailed, please make sure to indicate this at the time of your request.

### **After hours**

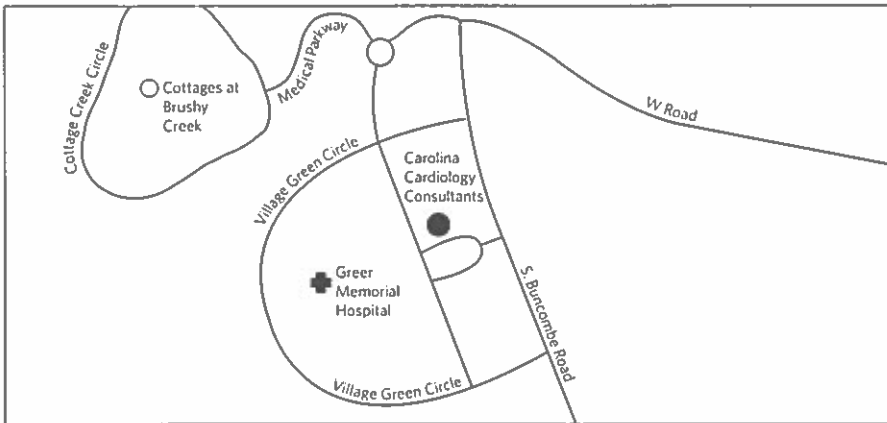
At least one of our cardiologists is on call 24 hours a day for emergencies. If you should need to speak with a cardiologist after hours, please call the office and the answering service will forward your message to the on call physician.



### Greenville

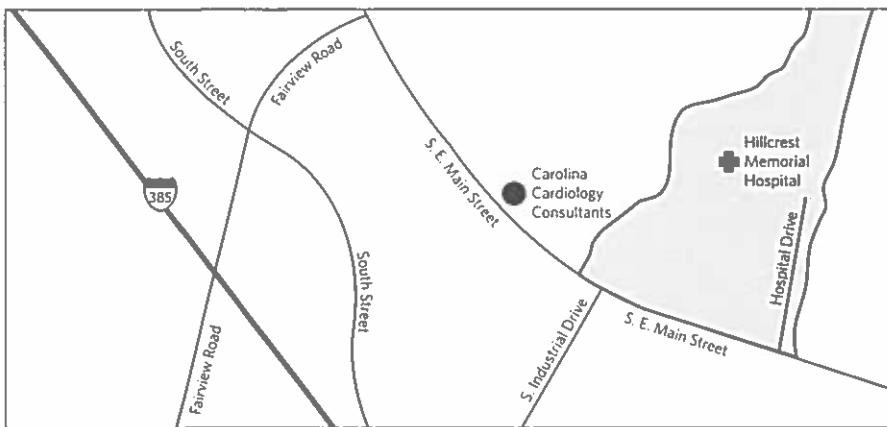
877 W. Faris Road, Suite B  
 Greenville, SC 29605  
 (864) 455-6900 P  
 (864) 255-5619 F  
 1-877-611-9965 toll free

The Greenville office is located in the back of the Center for Family Medicine on the lower floor.



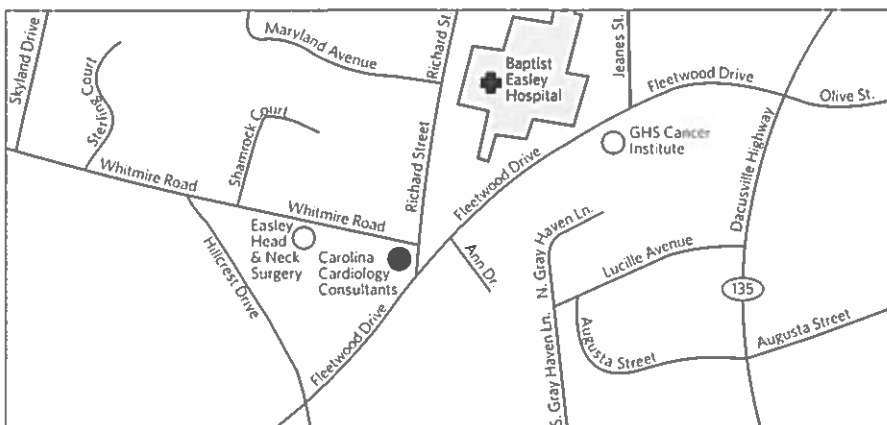
### Greer

315 Medical Parkway, Suite 200  
 Greer, SC 29650  
 (864) 797-9900 P  
 (864) 255-5619 F  
 1-877-611-9965 toll free



### Simpsonville

719 S.E. Main Street, Suite A  
 Simpsonville, SC 29681  
 (864) 455-6900 P  
 (864) 255-5619 F  
 1-877-611-9965 toll free



### Easley

101 Richard Street  
 Easley, SC 29640  
 (864) 455-6900 P  
 (864) 255-5619 F  
 1-877-611-9965 toll free