

## Appointment procedures

**Please arrive on time for your appointment.** The window for arrival is 5 minutes before your scheduled time. We are staggering patient arrival to reduce the amount of people in our office at one time. If you arrive too early you will have to wait in your car and we will call you to come in. If you arrive later your appointment will have to be rescheduled.

**You must sign our new Covid 19 release form to be seen.** All patients, new and existing, are required to sign this form.

**You may come alone or with one other person.** Only 2 people will be permitted in the office per appointment.

**A face covering must be worn.** Please arrive for your appointment with a face covering. You will not be seen without one. We have very limited supplies for our staff and will not be able to provide a mask for you.

**Hand sanitizer will be readily available.** You will be asked to sanitize upon entering.

We are asking that if you can answer yes to any of the below questions that you reschedule your appointment:

**-Have you experienced any flu like symptoms in the last two weeks? (Cough, shortness of breath, fever, shaking, chills, body ache or skin pain, sore throat, headache, new loss of smell or taste, diarrhea / vomiting).**

**-Have you traveled in recent weeks?**

**-Do you live with or have you come in contact with anyone with flu-like symptoms in the past two weeks?**

**-Do you have any pre-existing respiratory illnesses such as asthma, COPD, etc.? (Encourage curbside to reschedule if not emergent)**

**-Are you immunocompromised?**

Please understand these new procedures are for the health and safety of all our patients and our staff. We appreciate your willingness to adhere to these new guidelines and any new