

## FAMILY MEDICINE CLINIC PATIENT INFORMATION

### CLINIC HOURS:

Monday through Friday 8:00 am – 5:00 pm  
Saturday Walk in only 9:00 am – 12:00 pm

**Same Day Appointments:** If you would like to be seen on the same day, please call before 12:00 pm.

**Sick Call Hours:** 8:00 to 8:30 am and 1:00 to 1:30 pm for acute problems only.

**Nurse Hours:** Monday, Wednesday, and Friday from 3:30 to 4:30 pm.

**Contact:** If there is an emergency, please call 911. You may page Dr. Paszkowiak at any point through Comanche County Hospital at 355-8620 or Southwestern Medical Center at 531-4700. You can also reach Dr. Paszkowiak on his cell at 580-284-4704.

**After Hours:** If Dr. Paszkowiak is unavailable during the weekend and holidays and you need to be seen for emergencies or admitted, there may be a chance that you will be seen at Comanche County Memorial Hospital or Southwestern Medical Center by one of the following call group doctors: Dr. Dutoit, Dr. Brent Smith, Dr. Vassileva, or Dr. Gordon. Dr. Paszkowiak will resume care on the following Monday if you are seen by one of the above doctors.

**Cell Phone Usage:** Please discontinue use of cell phones upon entering the office. Cell phone usage prohibits our staff to perform their job and will result in rescheduling your appointment.

**Late Appointments:** It is important to keep Dr. Paszkowiak on schedule so that you may be seen in a prompt manner, therefore please be considerate of other patients who have scheduled appointments and show for your appointment on time. If more than 10 minutes late, you will be rescheduled for another day.

**No Show Appointments:** You must call 24 hours in advance to cancel or reschedule an appointment. If you do not call 24 hours in advance, the appointment will be marked as a No Show. If you acquire 3 No Show appointments within a 6 month period, you may be dismissed as a patient from this practice. In order to maintain proper patient care, if you are not seen within 3 years of your last visit you will automatically be inactivated and you will have to seek care from a different physician.

**Prescriptions:** Please call your pharmacy first and have them fax a refill request for your medications. Call your pharmacy at least 3 to 5 days before you run out of your medication. Please allow 48-72 hours for your request to be processed. No pain medications or psychiatric medications will be refilled without being seen and will not be written on the first visit.