



OFFICE APPOINTMENT REQUEST INSTRUCTIONS

The **Appointment Request** form is offered to referring physicians and their staff as an alternative to calling the MCVI office to make patient appointments. The method used to make patient appointments is your choice. We are more than happy to accept phone calls as well as faxed requests.

The **Appointment Request** form is simple to use. The referring physician's office completes all pertinent information on the form. Then the form should be faxed to the appropriate fax number along with the appropriate attachments. Your request will then be picked up by the appropriate scheduler and the appointment will be made. Once the appointment is completed, the scheduler will fax back the **Appointment Request** form with the box in the top right-hand corner completed. This will be your verification that the appointment has been made.

Our goal is to schedule all appointments within 24 hours of receiving the faxed request. Please keep in mind that if we are unsuccessful at contacting the patient on the first try, this may affect our turn-around time.

If you should have any questions regarding this service, please contact **Deb Sikorski, Scheduling Manager**, at (989) 754-3555 ext. 4353.

If you do need additional copies, please contact **Becky Felker, Director of Marketing**, at (989) 754-3222.