

Dear Patients,

Welcome to Greenwich Neurosurgery. Below is a summary of our office policies and what you can expect from our office regarding test results and calls from the physicians.

**Test Results:**

At Greenwich Neurosurgery, one of our goals is to discuss all test results with you within one week of undergoing the test (CT, MRI, EMG, X-ray, and blood draw). However, this may not always be possible, depending upon where the test was performed and how soon the facility sends us the results. Test results will be communicated to you via one of our physicians or a member of our staff as soon as possible.

**Questions/Prescriptions:**

Our physicians typically answer phone calls Tuesday - Thursday. If you need to speak with one of them, please leave the reason for the phone call and proper contact information, phone number or e-mail, so that we can respond promptly. The physicians are generally in surgery on Mondays and Fridays so all prescription refill requests should be anticipated in advance so that they can be taken care of before the weekend.

Thank you for your consideration in this matter.

Signature \_\_\_\_\_ Date \_\_\_\_\_