

Virginia Endocrinology Consultants

3022 Javier Road, Suites 103 &104 A,
Fairfax, Virginia, 22031
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Web: www.virginiaendoconsultants.com

Welcome to **Virginia Endocrinology Consultants**. We are pleased to provide you with specialist Endocrine and Diabetes Care.

Office Hours: Monday to Friday 8AM to 5PM, Saturday 9AM to 12 PM. Telephone: 703 676 3433, Fax: 703 676-3438

Referrals: Please obtain a referral from your primary care physician. Please bring a copy with you at the time of visit. It is important that you obtain a referral if required by your insurance. We need this referral before you can be seen.

Insurance: Please bring a copy of your insurance card and a photo ID to your visit.

Copay: This is due at the time of visit. We do not accept checks. We accept cash or credit card - Visa, MasterCard and Discover.

Medical Records: Please bring a copy of your medical records to your visit or have your medical records faxed to 703 676-3438.

If you are a diabetic, please bring a copy of your blood sugar logs.

Prescription Refills: These are done during office hours- Monday to Friday 8AM to 5 PM, Saturday 9AM to 12 Noon. Please notify us ahead of time before you run out of medication. Prescriptions will not be filled after hours.

Appointments: Patients are seen by appointment only. Please arrive 15 minutes before your appointment time to fill out required paperwork if not done previously. If you are unable to keep your appointment, please call at least 24 hours before your scheduled appointment to avoid a cancellation fee of 25 dollars.

Answering service: Please call 703 676-3433 after hours for urgent matters.

New patient checklist:

Referral

Completed registration form, Initial clinical history form

Insurance card

Medication list

Blood sugar logs if diabetic

Copay payable by cash or credit card

I agree to all the terms and conditions stated.

Name:

Date: