Office hours are: Monday - Friday 9:00 am - 1:00 pm and 2:00 pm - 5:00 pm.

If you have an ***emergency before 9am, between 1 and 2pm, or after 5pm Monday - Friday*** dial **713-621-9515.** This will connect you with our after hours service message. Press **"0"** and an attendant will immediately assist you.

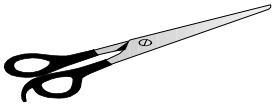
If you have an ***emergency between 9am and 1pm or 2pm and 5pm*** press **"0"**. If all attendants are busy you will have the option to press ***"0"*** until you reach an assistant. During business hours, between 9 am and 5 pm, you may receive our automated attendant when calling. During this time you may follow the directions below.

If you know your party's extension you may press it at any time.

To access the ***company directory***, press the # key.

Clinician Extensions		Administrative Assistants		
Lynn Ayres	400			
Diane N. Roche	401	Kathy Morrow - Assistant to:	Sophia Havasy and Lynn Ayres	221
Elaine Frankel	403			
Lourdes Valdes	240	Susan Nguyen - Assistant to:	Ron Swatzyna and Lourdes Valdes	406
Sophia Havasy	232			
Roxanne Schreiber	408	Liz Couvillon – Assistant to:	Linda Narun and Diane N. Roche	223
Linda Narun	236	Patricia Aguilar - Assistant to:	Lesley Solomon, Yael Ebenstein and Elaine Frankel	222
Debra Stokan	402			
Andrew Johnson	431			
Lesley Solomon	233	Michelle Morrow – Assistant to:	Debra Stokan	407
Jay Tarnow	229			
		Erin Gilliam – Assistant to:	Jay Tarnow	224

Prescription Phone Line Option 4 or extension 404



If you are a new patient calling to set up a first time appointment, press "1"

To ***schedule an appointment, cancel an appointment*** or ***speak to an assistant,*** press ***"2"***

To speak to the ***billing and insurance*** department, press ***"3"***.

To reach our ***prescription phone line***, press option ***"4"*** or extension ***404***. After hours you may dial **(713) 621-9107** and then press option ***"4"*** or extension ***404***.

To ***leave a message for a clinician***, press ***"5"*** followed by the **** key + # key*** to access the directory of clinicians.

For ***location*** and ***fax information*** press ***"6"*** or extension ***405***.

For ***Medical Records*** or status of ***photocopies of medical records*** press ***"7".***

If you are calling from a rotary phone or prefer to remain on the line please do so and an assistant will be right with you.