

Planning for Your First Visit Outpatient Neurology.

After you have a reviewed and appointed to MTF (Military Troop Facility) referral. Please schedule an INITIAL CONSULT appointment with Womack Army Medical Center's Outpatient Neurology Clinic, please follow the tips below in order to make your visit as efficient as possible.

Clinical visit Efficiency Tips:

- Plan to arrive at least 15-20 minutes early to complete the necessary intake forms and various condition screenings. Early arrival will allow our clinical staff to obtain your vitals as well as a detailed history before your appointment. This allows your visit to be more functional and specialized.
- Please arrange to have your medical records pertaining to current concerns only and any diagnostic images (MRIs, CT scans, x-rays), Nerve Conduction Studies (NCS/EMG), electroencephalogram (EEG) and laboratory studies sent in advance or bring a copy with you. These records may be pertinent to our evaluation of your neurological system.
- Bring all medications you are taking (or an accurate list) to each appointment. Be sure to include the medication name, prescribed dosage, and how often you take each medication to include any modified self-administration schedules that was not prescribed per a medical professional.
- We will also need information on Active Duty and Retiree status. If any of this information changes between visits, please let us know so we can update your records.
- **Bring in your military issued photo ID (a bill will be generated for non-insurance coverage of the appointment if seen without military ID verified prior to start of visit).**
- If you need to cancel your appointment please do so with a 24 hour notice. To allow for optimum clinical management of available appointments.
- Late Arrivals: if you arrive 15mins after the schedule appointment time you will be asked to have a seat until a decision is made per provider for the continuation or rescheduling of the late arrival appointment. The provider may give the option to be seen at the end of the clinical day (1400/1430) or you may be asked to reschedule the appointment due to length of time needed to provide the most affective, patient informative assessment to assist with maximizing all avenues of positive, patient care outcomes
- If you **No-Show** (do not show for a schedule appointment) 3 times under the same 1 year referral. Your referral will be cancelled. You will not be able to book ANY appointments off of the now cancelled referral. You must be seen by your Primary Care Provider (PCM) for reevaluation and necessity of continued Neurology Care/Consult. All new referrals will be reviewed and dispositions at the OIC discretion. A new referral does not automatically solidify return to WAMC Outpatient Neurology.

As always, our staff is available to answer any questions you may have concerning your appointment. If you have a request for special arrangements, please contact us at **910-907-8460**. We will try our best to accommodate you. We look forward to getting to know you.

Respectfully,

The staff of Womack Army Medical Center's Outpatient Neurology.

Prepared by C.Phillips, RN

