



TEXAS THYROID & ENDOCRINE ASSOCIATES

Board Certified Physician • American Board of Internal Medicine

Sonia P Eapen, MD

Board Certified Endocrinology, Diabetes, and Metabolism

Office Policies

Welcome to the Texas Thyroid and Endocrine Center! Thank you for choosing our office. Here is some useful information about our practice:

- Appointments are scheduled between 9am and 3:30pm. We do have some late days. There is a \$25 fee for missed appointments. Please call to reschedule your appointment 24 hours prior to the appointment time to avoid this fee.
- We are open Monday through Thursday 8:30 am to 5:00 pm and Fridays 8:30 am to 1:30 pm. We are closed for lunch between 12:30 and 1 pm.
- If we are closed, you can reach the physician on call by calling our office. You will reach the answering service that will notify the physician on call. If you are having an emergency, please go to the nearest emergency department. Prescriptions are not refilled after hours by the physician on call as he or she does not have access to your medical records and cannot verify your information. Appointments are not rescheduled after hours.
- Prescriptions may be refilled during our office hours. If you have missed more than one scheduled visit or you are more than one month overdue for your visit, you will need to speak to a staff member prior to receiving a refill.
- You may come in for injections Monday through Thursday from 8:30 am to 12:30 pm and from 1pm to 4pm. You do not need an appointment for these visits.
- Don't forget to update us with your new contact information if any of your information changes (address, phone, insurance, etc).

SIGNATURE OF PATIENT, GUARDIAN OR LEGAL REPRESENTATIVE:

PRINT NAME: _____ DATE: _____

RELATIONSHIP (IF OTHER THAN SELF): _____

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