

COREPSYCH PHONE APPOINTMENTS PROTOCOL

PRINT AND SAVE THIS!

1. **ARRANGE TO BE ON TIME** - you only have the time allotted. If you are late we won't try to make up the time at the end of the appointed time.
2. **TIME AND CONSULTATION CONTENT BOTH CARRY VALUE**, please respect the process.
3. **ARRANGE ALL CONFERENCE CONNECTIONS WITH OTHERS** *before* start time. Ring, get connected, Dr Parker will put you on Hold for ~2 min. Making challenging connections *during the allotted time will not be compensated* at the end of the call.
4. **PARKER IN VIRGINIA BEACH: CALL 757.473.3770**, bypass prompts and dial in **315** Dr Parker's Direct Line.
5. **FOR WASHINGTON DC CALL 703.260.6450** and you will be placed briefly [<2 min] on hold as above.
6. **PREPARE TO END THE CALL ON TIME - TAKE THE HINT**, Dr Parker will be courteously warning for disconnect 5 min before time is out.
7. **BE PREPARED WITH TEST RESULTS AT HAND** - We can cover the details more easily if you're ready beforehand.
8. **PUSHING FOR JUST ONE MORE QUESTION** will unfairly create problems for the next waiting client.
9. **DR PARKER'S DIRECT LINE OR CELL IS ONLY FOR CONSULTATION** please don't call either line for 'points of clarification,' or an end run to schedule appointments.
10. **FOR SPECIFIC UNANSWERED QUESTIONS** - please email them to the Patient Care Coordinator and she will get back to you after discussion with Dr Parker. Customer service doesn't end with the consult.