

On January 8, 2018, I moved to Suite 305 in the Loewenberg building at 6005 Park Ave. My cell phone number remains 901-482-9286 and my Fax number is 888-420-5798. However, it is generally better to communicate by email (thughes349@aol.com). You can also go to our webpage (**HughesEndo.com**) and leave a message which will come to my email. Always remember that email is not secure so do not include information that could be damaging to you if the email was hacked. Our new office number is **901-275-8995**. This number will not be answered when I am out of town.

I will be using a new electronic medical record so we will need to update your information, including making a new copy of your insurance card and signing a new “information privacy form”. Please, be patient while we try to execute this transition. A copy of the **HIPPA privacy form** can be downloaded from this webpage. It will expedite matters if you will read it, fill out the first page, sign it, and bring that one signature page to our office at your first laboratory or office visit in our new office.

You should begin receiving automated reminders concerning both your lab and office appointments, 8 and 2 days prior to each. These are very generic and this is not the way that I will make changes to your appointments so do not take what they say seriously. They are just reminders that you have some appointment soon so you should check your schedule.

The laboratory will only be open when I am in the office so its usual hours will be:

<u>Lab Hours:</u>	Morning	Afternoon
Monday:	8:15 AM to 1:00 PM	2:00 PM to 4:00 PM
Tuesday:	8:15 AM to 1:00 PM	2:00 PM to 4:00 PM
Wednesday:	10:00 AM to 1:00 PM	2:00 PM to 4:00 PM
Thursday:	Closed	
Friday:	8:15 AM to 11:00 AM	12:00 PM to 2:00 PM

You will usually be given a specific time for your lab visit but that is just to give the staff some idea when you might arrive. You are free to come anytime the laboratory is open, especially if it is before your current appointment. You should let us know if you are going to be late so we do not bother contacting you about it. You do not need to be fasting for your labs unless I specifically asked you to do so. Laboratory closures will be posted on our webpage.

As usual, you should bring the following to each appointment:

1. A detailed list of your medications, supplements, and vitamins (including the doses and when you take them) or the actual bottles.
2. Your insurance cards
3. Your blood sugar, blood pressure, and weight records if they have been requested, including a printout of your continuous glucose monitor if you use that system.
4. Your glucose meter if you use one.
5. Any medical records that you might have concerning events since your last visit.

Thank you, Thomas A. Hughes, MD, Hughes Endocrinology