

PATIENTS HERE FOR SCHEDULED VISIT WITH THE DOCTOR:

For your safety and to ensure social distancing, you will be checked in for your visit from your vehicle. You will receive a text message 2 hours prior to your scheduled appointment time. Please respond to this text with the word "HERE" **UPON ARRIVAL TO THE PARKING LOT** to let the staff know you have arrived. Please remain in your vehicle until you receive a text message indicating it is your turn to come inside.

**Please remember – facemasks are required for ALL individuals entering the office.
Thank you for your cooperation!**

ALL PATIENTS - Please have the following items in a Ziploc/plastic bag labeled with your name to provide to the front desk staff upon your arrival:

- Insurance Card
- Photo ID (New patients only)
- Form of Payment
- Check payable to North Jersey Endocrine Consultants filled out prior to visit
- Credit Card (Visa, Mastercard, Discover)
- Cash (EXACT CHANGE ONLY)

- Any relevant labs/reports and (if applicable) blood sugar data – it is strongly encouraged to have these faxed or emailed to the office in advance of your visit to allow the doctor time to review.
- Diabetics - if you are unable to upload in advance (see below), please include in the bag:
 - Glucose Meter and/or Logbook and/or
 - Continuous Glucose Monitor (ex. Freestyle Libre or Dexcom) and/or
 - Insulin Pump

NEW PATIENTS - Please be sure to print and complete our [new patient packet](#) . The form can be scanned and emailed to documents@northjerseyendocrine.com OR faxed to 973-625-8270. If you are unable to complete the new patient packet prior to your

visit, please arrive 15 minutes in advance to complete the paperwork.

DIABETICS – You may be contacted by our medical assistant to arrange a remote upload of your continuous glucose monitor and/or insulin pump in advance of your visit. Patients not using a monitor or pump are encouraged to send at least 2 weeks of logbook readings to the office via email (documents@northjerseyendocrine.com) or fax (973-625-8270) in advance of your visit to allow the doctor time to review.