



COMMUNICATION BETWEEN PHYSICIAN OFFICE AND PATIENT

Please read the following information in regards to how communication of your confidential medical information is relayed to you from our office and answer the questions below.

Our office generally contacts patients at their home phone number, work phone number, through the patient portal and/or by mail in regards to appointment reminders, lab results and/or treatment options. These methods of contact may include leaving messages with your spouse or other family members involved with your medical care, or leaving messages on answering machines.

Please be aware that communication sent via the patient portal will only be viewed during our regular business hours [8:00am – 5:00pm, Monday – Friday]. **The patient portal is not intended to be used for urgent medical matters.** If you require a rapid response, please contact the office by telephone. Steven M. Booton, MD, FACP is not responsible for messages that are lost by the portal due to technical failure, transmission, and/or composition or storage failure.

Are the methods of communication described above satisfactory? If YES, please sign here:

\_\_\_\_\_  
Signature of Patient or Personal/Legal Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Patient or Personal/Legal Representative

If NO, and the methods of communication described above are unsatisfactory, please provide your preferred means of communication on the lines below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Patient or Personal/Legal Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Patient or Personal/Legal Representative

STEVEN K. BOOTON, MD, FACP  
INTERNAL MEDICINE