

Guidelines for Scheduling New Patients Remotely

Primary Call-in: 913-234-0700 Secondary Call-in: 913-234-0740

- Scheduling of appointments from off-campus is for **NEW PATIENTS ONLY**
- When making an appointment via telephone, the intern must speak directly with front desk personnel. **Do not hand the phone to the patient** to schedule the appointment.
- Appointments **will not** be scheduled from voicemails messages.
- Please be prepared with the following information prior to scheduling the appointment:
 - Patient Name
 - Date of birth
 - Patient zip code
 - Patient email address
 - Patient phone number
 - **Two** preferred appointment days/times