



670 North Coit Road Suite #2355 Richardson, Texas 75080 972-644-3422

Our office is taking the utmost care to follow rigid sanitary protocols and maintain significantly stronger protections than the minimum recommendations. Please read the following guidelines carefully prior to your appointment and let us know if you have any questions or concerns.

## **Your Appointment**

When scheduling and confirming appointments our staff will verify that you are symptom free and that you do not have any known exposures within the last 14 days. All patients will be required to wear a facemask covering both their nose and mouth to the appointment. Your face mask will remain on for the duration of your appointment.

Curb side check-in: Please arrive to the office 15 minutes before your appointment, park your car, and call the office while in your car. Our staff will check you in over the phone, and confirm that you have a face mask.

Our medical assistant will meet you outside the front door. The medical assistant will visually confirm that you are wearing an appropriate mask, confirm that you have no known exposures and are symptom free while maintaining at least 6 feet of distance.

Once all concerns are verified the MA will take your temperature. Patients may only continue if their temperature is below 99.5.

If you don't meet in-person appointment criteria for any reason, we apologize but you will need to return to your car and either convert to a telemedicine appointment or reschedule the appointment. Refunds will be provided.

If you meet the criteria, you will be asked to use hand sanitizer we provide to clean your hands. The medical assistant will assist you into the office and straight into an exam room. The waiting room will not be used for any purpose. The medical assistant will then continue with our normal office visit procedures.

Your face mask will remain on during the entire office visit. There will not be any mouth or nose evaluation or testing in the office from either medical assistant or provider.

After the appointment any referrals/follow up visits etc. will be completed via phone in lieu of check-

## TEXAS MEDICAL BOARD

## **Notice and Compliance Requirements Concerning COVID-19 Minimum Standards of Safe Practice**

- (i) All physicians providing patient care or engaging in an inperson patient encounter must implement the following minimum COVID-19 standards of safe practice.
- (I) a mask must be worn by both the patient and physician or the physician's delegate when in proximity of the patient (meaning less than a 6-foot distance between the patient and the physician or the physician's delegate);
  - (II) follow policies the physician, medical and healthcare practice, or facility has in place regarding COVID-19 screening and testing and/or screening patients;
  - (III) that, before any encounter, patients must be screened for potential symptoms of COVID-19 or verified previously screened within last 20 days; and
- (IV) that prior to care involving a medical procedure or surgery on the mucous membranes, including the respiratory tract, with a high risk of aerosol transmission, the minimum safety equipment used by a physician or physician's delegate should include N95 masks, or an equivalent protection from aerosolized particles, and face shields.