

Preferred methods of communication:

- **Practice phone number**, calling or texting: please use this as a **last resort** when all other methods fail.
- **Patient portal secure messaging** should be used for all **routine/non-emergency** communication or concerns.
- **Urgent matters** - send an email to: ***admin@amourdesoibhs.com***
- Medication refill requests – please use this link: **<https://www.amourdesoibhs.org/refill-request>** or ***admin@amourdesoibhs.com*** with the necessary information.
- Meeting requests for teachers, therapists, etc., please follow the instructions on the practice website page: **<https://www.amourdesoibhs.org/meeting-request>**

The provider does not respond to emails, texts, portal messages, or voicemail from Friday at 4pm to Monday at 8am. If you have an emergency during this time, please go to the nearest emergency room or call for a crisis team evaluation at (833)773-2445.

The purpose/goal of creating various methods of communication is to ensure that messages are not lost, misplaced, overlooked, or disregarded. If you have any questions or concerns, please email admin@amourdesoibhs.com.

Patient (if over 18)/Parent/Guardian Signature

Date

Printed Name