



## Welcome to the offices of Synergy Women's Health Care, LLC

Michelle Sang, MD, Dr. Karen Ogryzlo  
Sangita Ghimire, WHNP, Joy Rothschild, WHNP

It is our goal to provide our patients with personalized, integrative care, empowering women to achieve optimal health. Please review the details about our office policies that will help us serve you most effectively.

**ON CALL COVERAGE:** Synergy Women's Health Care, LLC patients Drs. Korman, Sang and Ogryzlo can reach an on-call physician after hours for an urgent need. Call our office and follow prompts to be connected to the answering service.

**MEDICATION REFILLS:** If you need to refill your prescription, **call your pharmacy directly**. The pharmacy will fax a request to our office. You may also send a message through the patient portal; requests are processed within 3 business days.

**MEDICAL RECORDS:** Your medical record will be made available to you upon request.

**MEDICATION HISTORY AUTHORITY:** Our electronic health record will communicate with your pharmacy to download your medication history.

**CONSENT TO CALL/TEXT:** Our practice may use automated services to notify you of upcoming appointments, test results, or a balance due on your account.

**SCHEDULING APPOINTMENTS:** Appointments can be requested through the patient portal after access has been enabled.

**LAB RESULTS:** : We will contact you to inform you of the results. Normal results are typically sent to you via the patient portal. If you have a result that we would like to talk to you about, we will do that in person or by telephone.

Thank you for trusting us with your healthcare. Please let us know if there is anything we can do to make your appointments more comfortable.

*My signature indicates that I have read and consent to the policies in this letter.*

\_\_\_\_\_  
Signature of Patient or Representative

\_\_\_\_\_  
Date