

# Medical Questions, Medication Refills, School and Work Forms

## "The following guidelines help us better serve you."

### Call the phone number indicated for the guidelines below:

□ Brighton 4700 E. Bromley Ln, Suite 207 Brighton, CO 80601 • (303) 654-1234 • Fax: (303) 654-0955

□ Broomfield 340 East First Ave, Suite 100 • Broomfield, CO 80020 • (303) 428-6089 • Fax: (303) 412-2141

Castle Rock 3980 Limelight Ave, Suite D • Castle Rock, CO 80109 • (720) 858-7470 • Fax: (720) 858-7470

□ Centennial 13111 E Briarwood Ave Suite 340 • Centennial, CO 80112 (303) 632-3694 • Fax: (303) 632-3692

Denver 125 Rampart Way, Suite 100 • Denver, CO 80230 • (720) 858-7600 • Fax: (720) 858-7610

Denver Highlands 3920 Federal Blvd, Unit B • Denver, CO 80211 • (720) 858-7474 • Fax: (720) 858-7488

□ Fort Collins 2014 Caribou Dr., #200 • Fort Collins, CO 80525 • (970) 221-1681 • Fax: (970) 221-0948

Greeley 3400 W 16<sup>th</sup> St, Bldg 5, Unit Y • Greeley, CO 80634 • (970) 356-3907 • Fax: (970) 356-3825

Greenwood Village 7180 E. Orchard Rd. #107, Englewood, CO 80126• (303) 740-0998• Fax: (303) 740-7250

□ Highlands Ranch 9331 S Colorado Blvd, Suite 100 • Highlands Ranch, CO 80126 • (303) 795-8177 • Fax: (303) 797-2166

□ Lakewood 1667 Cole Blvd Bldg. 19, Suite 200 • Lakewood, CO 80401 • (303) 420-3131 • Fax: (303) 420-1984

□ Southwest 5920 South Estes Street, suite #120 •Littleton, CO 80123 • (303) 971-0311 • Fax: (303) 948-0339

### Calls during business hours;

- Medical question or need to be seen that day: Call and press 3. This is the appointment line that directly connects you to our staff.
- Medical question that is NOT urgent: Call and press 2 (non-urgent message for call back). You may leave a message and a return call will be made to you within 24 hours.
- **Pharmacy Requests** are only received during business hours .Contact your pharmacy and the pharmacy will contact us to complete your refill. Please allow 24 hours for refill requests.

#### **Calling After business hours:**

- Call 911 for life threatening episode
- Medical question that is urgent; 8am-10pm a provider is available
- Pharmacy Requests ; Call pharmacy

**School forms:** You may mail, fax or drop off school forms to the office. Please complete as much information as possible. Allow a minimum of 48 hours for completion of school forms. Provide the necessary phone and fax numbers if the form is to be faxed. An office visit with a provider in the past year is needed to obtain school forms.

**Work forms:** You may mail, fax or drop off work forms to the office. Complete information on the form as much as possible. Allow one week for completion. A fee may apply.

A yearly office visit is recommended for follow up to review your medications and treatment plan.

Please refer to our web site: <u>www.coloradoallergy.com</u> for hours of operation or other information.