

Communicating with the Center

Parkinson's Disease & Movement Disorders Center

Your Appointment

Please arrive on time for your appointment. Please bring with you any test results, scans or physician notes that you feel are important. As well as an updated list of all your medications. If you do not have a list, then bring the bottles. We will want to verify the medications against your medical record.

We will make every effort to complete your visit in a timely manner. Please understand that we may experience unanticipated delays. Please allow sufficient time in your schedule for your visit to be as complete and thorough as possible.

Scheduling Appointments and Calling the Doctor or Nurse

To schedule an appointment please call **312-695-7950**. To leave a message for the physician or nurse please call this same number. Outside of regular business hours, the answering service is there to make sure you have access to a physician in case of an emergency.

FOR LIFE THREATENING EMERGENCIES, PLEASE CALL 911.

Billing Questions

If you have a billing question, please call **312-695-9797**.

Medical Records

For a copy of your medical records, please call **312-695-6842**. The Medical Records Department is the only department that is allowed to send copies of your medical records to insurance companies and for disability applications.

Fax Number is **312-695-5747**. You may use this number to send messages or physician referrals. Also, please give this number to your pharmacist for refill requests.

Message Callbacks

We make every effort to return your phone call on the day we receive your message. Please understand, however, that our nurses may need to talk with your physician before returning your call. This may slightly delay our callback to you. Also, please leave an alternate phone number where you can be reached.

- Please allow up to 48 hours for phoned medication refills. Keep this in mind if you are running low on your medications.
- Please allow up to 10 business days for prescriptions that must be mailed to you.
- Test results must be reviewed by your physician. Please allow the nurse sufficient time to contact your physician prior to returning your call regarding test results.
- Please allow up to 10 business days for completion of letters and forms that your insurance company, other physicians, or your employer might request. Note: The Medical Records Department will handle disability applications.

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