

Scheduling

It is our goal to make the scheduling process as simple as possible for our referring offices. We just need a little help from you.

Step one

- Fill out fax referral form thoroughly.
- Fax to number pre-printed on the form along with other requested items.

Step two

- We will call the patient and schedule his/her appointment. Our goal is to call within 24 hours.

Step three

- We will fax you informing you of the date and time the patient was scheduled.

Step four

- Once the patient has been seen, we will fax you their report.

What do we need from you?

- Patient name
- Patient DOB
- Patient's chief complaint/diagnosis
- Patient's contact information
- Face sheet
- Copy of insurance card
- Consultation report
- Office notes
- Reports on diagnostic studies (MRI, CT, Myelogram, EMG, X-ray, etc.)

Why do we need all of this?

- Many providers are looking to us to decide which procedure the patient should have.
- Our scheduler will not know how long to allow for the appointment until the chart is reviewed by the physician.

We strive to make this process as efficient as we possibly can while still providing you and your patients with the highest quality service possible. Please feel free to call with any questions.



Center for Pain Medicine at Shawnee Mission Medical Center

7315 E. Frontage Road, Suite 140
Shawnee Mission, KS 66204

Center for Pain Medicine at Prairie Star (Opening Fall 2014)

23351 Prairie Star Parkway
Lenexa, KS 66227

**For your convenience, one
phone line: 913-676-2370**

Fax: 913-676-7692

**In order to ensure that we
prescribe safely and responsibly,
we cannot guarantee assumption
of medication management at the
initial visit. Please contact us in
advance if you anticipate special
medication requirements.**