

VISIT WWW.MELLMANMEDICAL.COM
WHERE YOU ARE ABLE TO LOG ON AND DO THE FOLLOWING:

MAKE YOUR OWN APPOINTMENTS, INCLUDING SAME DAY VISITS

If you need a same-day appointment and are unable to schedule one, then a call to the office will allow us to help you, or make a timely referral. The same applies to future appointments, so if you don't see what fits your schedule, call us and we will do our best to meet your needs.

REVIEW AND CHANGE YOUR DEMOGRAPHICS, TO INCLUDE INSURANCE INFORMATION, ADDRESS AND CONTACT INFORMATION.

VIEW YOUR BILLING ACCOUNT

Any billing questions may be able to be handled by email or phone inquiry, or when necessary, a direct referral will be made to our biller.

VIEW YOUR LAB RESULTS

EXCHANGE EMAILS WITH US REGARDING THE FOLLOWING, AND ALMOST ANYTHING ELSE THAT COMES TO MIND

- PRESCRIPTION REQUESTS
- TEST RESULTS
- HEALTH QUESTIONS
- REFERRAL AND RESOURCE REQUESTS
- FEEDBACK ON THE WORK WE DO
- SUGGESTIONS AS TO HOW WE CAN SERVE YOU BETTER

We know that the most frustrating aspect of many medical offices is the phone system. We are confident that with internet access we can be more responsive to your needs, as well as keep our operating costs within reason as healthcare evolves before our eyes.

WWW.MELLMANMEDICAL.COM is a secure and encrypted website that will ask you to register and set your own password, and is only available to existing patients. New patients will be eligible after their first visit. There is no added charge for the use of our website. If you do not have internet access, or simply wish to speak with us directly, you may still contact us by phone.

(phone info and office hours are on reverse)

TELEPHONE ACCESS IS AS FOLLOWS:

CALL (310) 643-7494

During regular office hours

If your issue is not urgent, press 1 to leave a message and we will return your call as soon as possible, or, if you wish to speak with us, stay on the line and a staff member will answer.

After regular office hours, holidays and weekends

- If your issue is not urgent, press 1 to leave a message and we will return your call the next business day.
- If you have an ***urgent*** medical issue that cannot wait until the next business day, press 0 and your message will be forwarded to Dr. Mellman.

Please remember that presently we do not charge for email or phone correspondence. This is a service to our patients. Phone and email inquiries are not intended to take the place of office visit interactions.

REGULAR OFFICE HOURS

- Monday 8:00-12:30 and 2:30-5:00
- Tuesday 8:00-12:00 and 2:30-5:00
- Wednesday 8:00-8:45 and 2:30-5:00
- Wednesday 8:45-1:00 is for nurse visits and lab testing only.
- Thursday 8:00-12:30 and 2:30-5:00
- Friday 8:00-12:30 and 2:00-4:00 for nurse visits and lab testing only