



Wisconsin Health Fund Medical Center  
 6200 W Bluemound Road  
 Milwaukee, WI 53213  
 414-771-5600

Next scheduled Appointment: (schedule at Front Desk)  
 Office: (414) 755-8310

**APPOINTMENT**

DR \_\_\_\_\_

FOR \_\_\_\_\_

\_\_\_\_\_ AT \_\_\_\_\_ (TIME)

We believe your appointment time is your time with the doctor, please arrive **at least 15 minutes prior** to allow time for you to check in and the nursing staff to get a brief history.

Follow up Instructions:

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**Test Results:**

The results of your test will be available in 2 days to 2 weeks depending on the test. We will call you if something requires immediate action or the doctor has any additional instructions for you based on the test results. We may also call you if your doctor requests that we notify you that your test is normal. If you are not contacted, your test results will be discussed with you at your next appointment.

If you would like the results of your tests prior to your next appointment, please call **414-755-8310**. Our process is for Medical Reception to take down your information in a message so our nursing staff is able to have your chart and results with them when speaking with you. Remember you may be asked to schedule a follow up appointment with the doctor to go over the results.



**Important Tips for Prescription Refills:**

**Call your pharmacy (WHF pharmacy is 414-771-5606)**

- If you have authorized refills your pharmacist can refill your prescription immediately.
- If not, then your pharmacist will contact us directly by phone or fax

*This is a much safer and quicker method because your pharmacist knows the information we need to fill your prescription and speed up the process.*

**Do not let your prescription run out**

- Make sure you keep your scheduled appointment in order to keep your refill request current.
- Plan ahead - request your refill from your pharmacy **at least** 72 hours (3 days) before you will run out of medication.
- If you request controlled substances on Friday after noon your request will not be filled.
- If you are overdue for a clinic visit and request a refill you may only get a 7-day supply. This may cause you to have an additional co-pay so it is important to see your physician consistently.



**Questions?:** Please call the reception desk at 414-755-8310 and ask to speak to a nurse. If the nurse is with patients then the reception desk will take a message and a nurse will call you within an hour.

**AT YOUR NEXT APPOINTMENT:**

Please bring your medication vials or a detailed list of your medications to your visit. We also need you to list any over the counter medications, herbal supplements, and vitamins you may be taking. If you have been seen outside of WHF please bring your records, x-rays, or other information to keep your record updated. The accuracy of our information is based on the information you provide to us.