

Office hours are: Monday - Friday 9:00 am - 1:00 pm and 2:00 pm - 5:00 pm.

If you have an **emergency before 9am, between 1 and 2pm, or after 5pm Monday - Friday** dial **713-621-9515**. This will connect you with our after hours service message. Press **“0”** and an attendant will immediately assist you.

If you have an **emergency between 9am and 1pm or 2pm and 5pm** press **“0”**. If all attendants are busy you will have the option to press **“0”** until you reach an assistant. During business hours, between 9 am and 5 pm, you may receive our automated attendant when calling. During this time you may follow the directions below.

If you know your party's extension you may press it at any time.

To access the **company directory**, press the # key.

Clinician Extensions		Administrative Assistants	
Lynn Ayres	400		
Paul Clear	415		
Yael Ebenstein	414	Alex Denis - Assistant to:	Linda Narun, Elaine Frankel, and Lourdes Valdes, Teresa Scott 223
Elaine Frankel	403		
Sohpia Havasy	232		
Kimberly Kjome	234	Patricia Alvarez - Assistant to:	Yael Ebenstein, Lesley Solomon, , Diane Roche 222
Linda Narun	236		
Diane Roche	243		
Teresa Scott	406	Kathy Morrow Assistant to:	Sophia Havasy, Lynn Ayres and Kimberly Kjome 221
Lesley Solomon	233		
Ron Swatzyna	412	Sarah Tao Assistant to:	Jay D.Tarnow 224
Jay Tarnow	229		
Lourdes Valdes	240	Erica Gonzalez Assistant to:	Paul Clear and Ron Swatzyna 409
Walker Peacock	253		
Sneha Desai	225		
Prescription Phone Line	Option 4 or extension	404	

To **schedule an appointment, cancel an appointment or speak to an assistant in the Galleria office** pres **“2”**

To **schedule an appointment, cancel an appointment or speak to an assistant in the Sugar Land office** pres **“5”**

To speak to the **billing and insurance** department, press **“3”**.

To reach our **prescription phone line**, press option **“4”** or extension **404**. After hours you may dial **(713) 621-9107** and then press option **“4”** or extension **404**.

For **location and fax information** press **“6”** or extension **405**.

For **Medical Records** or status of **photocopies of medical records** press **“7”**.

If you are calling from a rotary phone or prefer to remain on the line please do so and an assistant will be right with you.