## DIANA EISNER, M.D., F.A.A.P. Pediatrics 2030 N. Loop West Suite #125 Houston, Texas 77018 Phone (713) 688-8393 Fax (713) 688-0595 <u>www.memorialdoctors.com</u> / Diana Eisner, M.D.

# **OFFICE VISITS AND PROCEDURES**

## **OFFICE HOURS**

Our office hours are Monday, Tuesday, Wednesday, and Friday from 8:30 A.M. - 12:00 noon, and 1:30 P.M. – 5:00 P.M., and Thursday 8:30 A.M. - 12:00 noon. OUR OFFICE IS CLOSED ON THURSDAY AFTERNOON.

## **PHONE CALLS**

#### 1) DURING OFFICE HOURS

My staff is skilled at answering questions by phone, and will give assistance by telephone whenever possible, or schedule an appointment if needed.

## 2) AFTER OFFICE HOURS

For emergencies after office hours, Dr. Eisner or another pediatrician delegated by Dr. Eisner may be reached by dialing our office number (713-688-8393) which gives a message to call our answering service number (281-856-4906) when our office is closed. If the emergency is such that it cannot wait for a return phone call, please call 911, or go directly to the emergency room at Texas Children's Hospital or Memorial Northwest Hospital. Also, keep the number of poison control handy (1-800-764-7661).

## **OFFICE POLICIES AND PROCEDURES**

In this era of "efficiency" and managed care, I make an effort not to run my practice like a factory. I try to be thorough; to answer questions completely, and not make patients and their parents feel rushed. Our office is generally able to separate sick and well children by moving children quickly out of the waiting room and into one of the exam rooms. We will always take care of an emergency as soon as possible on the day you call. Examples of pediatric medical emergencies are fevers of over 101 degrees in an infant under two months of age, or over 104 degrees in an older child. Our office tries to see your children in a timely fashion and avoid long waits. We will also try to help you out by phone when this is possible and appropriate.

## THE FRIDAY/ HOLIDAY RULE

If your child is ill on a Friday or before a holiday, bring the child in to be seen. There are few things more miserable than spending a long weekend with a very sick child, and emergency rooms are best avoided unless there is a true emergency.

## WHEN TO BRING YOUR CHILD INTO THE OFFICE

A child with a fever over 101° F. should be seen in the office. I feel particularly strongly about this if it is a young child/infant who can not communicate what's wrong, or if it is on a Friday or the day prior to a holiday. If your child's fever is high at night, and lower the next morning, bring your child in to the office. The fever will most likely go up again that night. Your child is not well until at least 24 hours fever free. It is better to treat a child early than late and your child will respond much more quickly to an infection which is detected and treated early.