

## Patient Instructions for In-Office Appointments

1. Please arrive at least 10 minutes early for your appointment (Please bring your own face mask/covering, and a pen for signing forms) to avoid rescheduling. Please stay in your car and call the office to sign-in. We have a limited supply and cannot supply masks. **Please e-mail copies of all insurance cards to [brombergent@gmail.com](mailto:brombergent@gmail.com).** At this time we will be collecting copays over the phone by credit card or you can drop them off in a sealed envelope upon your arrival.
2. **\*\* In an effort to reduce the number of people in the office we ask that you attend your visit unaccompanied if possible. ONE parent/caregiver may accompany the patient to their appointment if necessary. Children may not come to the office unless they are the patient. We need to protect our high risk patients.**
3. You will be asked to wait in your car until an exam room becomes available. You will stop a safe distance from the front desk and leave by the back door to avoid any unnecessary contact with other patients.
4. We ask that NEW patients complete their intake paperwork ahead of time by printing out the form from our website, [www.brombergent.com](http://www.brombergent.com). If this is not possible please arrive 30 minutes early so that you can fill out the paperwork in your car.
5. In cases involving evaluation of the nose or sinus or swallowing or voice changes, which might require office endoscopy, please spray "Afrin" nasal spray in your nose prior to arrival and a second time when you arrive at the parking lot ( 2 sprays each nostril).