

# Jill Gibson, MD

## OBSTETRICS AND GYNECOLOGY

Dear Patient,

Our practice is honored that you have chosen Jill Gibson MD as your Obstetrician and Gynecologist. We strive to perform well above other offices you may have visited in the past, and we hope you will notice the many ways in which we are different. We work to always smile for our patients, and we request the same from them. Everything we do is intended to efficiently deliver to you the best care possible, in a legal and ethical manner. Barring an emergency or delivery, we do our best for your appointment to be on-schedule, so please be on time and turn in your paperwork as soon as possible. Please ask if you have questions regarding any of our policies or procedures.

Please find enclosed Office Policies, Lab, and Finances and Insurance Sheet, Permission for Treatment and Release of Information and Patient Information Sheet. Because we make every effort for your appointment to be at the scheduled time, it is very important that we receive these forms prior to your visit. Please fill in ALL blanks, whether or not they apply to you. We prefer that you fax the completed forms to 985-590-3719, or you can mail them to the Covington office or email to: [nurse@jillgibsonmd.com](mailto:nurse@jillgibsonmd.com). Please pay special attention to all policies listed, as you are agreeing to adhere to them.

### **LOCATION**

We are located at 106 Highland Park Plaza, Covington, LA 70433 and also 810 Riverside Drive, Franklinton, LA 70448. Dr. Gibson maintain privileges at Lakeview Regional Medical Center and St. Tammany Parish Hospitals.

### **OFFICE HOURS**

The office is open Monday through Friday with hours from 8 am until 5 pm, excluding 12pm-1pm for lunch and Holidays. A physician or nurse practitioner is available 24 hours a day, however **the hours outside of normal office hours are for emergencies and deliveries only not prescription refills.**

### **PRESCRIPTION REFILLS**

We ask that you request prescription refills during your appointment. If a refill prescription was overlooked during a visit we require a faxed request from your pharmacy. We will make every effort to process it within 2 business days. New patients must be seen before a prescription will be written.

If at any time you have questions regarding our practice, please contact us at 985-898-5990. We are very excited to have you in our practice and look forward to our future relationship.

Sincerely,  
Jill E. Gibson, MD