



## Telephone Automated Attendant Prompts

At Piedmont Internal Medicine, PC we know your time is valuable. As result, we have published our telephone menu to assist with you being able to reach your provider without having to go through our entire automated attendant prompts.

When accessing our phone menu, you can press the desired options without having to listen to the complete menu.

For example, if you want to reach Dr. Mininberg, immediately press two (2) when the main menu comes on, the sub menu will begin, press three (3), the third level menu will begin, press option three (3).

**Main Menu:** (This is the main auto-attendant menu.)

To schedule a physical, routine follow up appointment, or if you are a new patient.	Press 1
To speak with a medical assistant, or schedule a same day sick appointment.	Press 2
For Billing or Statement Questions	Press 3
For Medical Record requests	Press 4
For the Westminster Employee Clinic	Press 5
For All Other Calls	Press 6

**Option 2 Menu:** (This menu is set up by address/suite location.)

If **option 2** is selected from the **Main Menu** the following prompts are as follows:

To reach the clinical staff at 105 Collier Road, Suite 5020 - Drs. Craig Peters, Peter Diaz, Cody McClatchey, or Debbie Noble, Nurse Practitioner	Press 1
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To reach the clinical staff at 105 Collier Road, Suite 5040 - Drs., Elizabeth Hawk, Debora Kelly, Fran Long, Elizabeth Walton, Catherine Cranston, Nurse Practitioner, or Aimee Murphy, Physician Assistant	Press 2
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To reach the clinical staff at 4849 Roswell Road - Drs. Brad Harper, Martin Gonzalez, Amy Mininberg, Erica Peters, or Stephanie Lynn, PA	Press 3
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**Option 2 Sub Menu:** (This lists each individual provider.)

If **Option 1** (1 was Pressed) is selected from the Option 2 Sub Menu:

Sub Menu the following prompts will be as follows:

To reach Dr. Craig Peter's Medical Assistant	Press 1
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To reach Dr. Peter Diaz's Medical Assistant	Press 2
To reach Dr. Cody McClatchey's Medical Assistant	Press 3
To reach Debbie Noble's Medical Assistant	Press 4

If **Option 2** is selected from the Sub Menu the following prompts will be as follows:

To reach Dr. Elizabeth Hawk's Medical Assistant	Press 1
To reach Dr. Deborah Kelly's Medical Assistant	Press 2
To reach Dr. Fran Long's Medical Assistant	Press 3
To reach Dr. Elizabeth Walton's Medical Assistant	Press 4
To reach Mary Rabon's Medical Assistant	Press 5
To reach Aimee Murphy's Medical Assistant	Press 6

If **Option 3** is selected from the Sub Menu the following prompts will be as follows:

To reach Dr. Brad Harper's Medical Assistant	Press 1
To reach Dr. Martin Gonzalez's Medical Assistant	Press 2
To reach Dr. Amy Mininberg's Medical Assistant	Press 3
To reach Dr. Erica Peter's Medical Assistant	Press 4
To reach Stephanie Lynn's Medical Assistant	Press 5

**Note:** All options on the main menu, excluding option 2, will direct your call to a direct line.  
If you know your party's direct extension you may dial it any point during the message.