**Pharmaceutical, Providers and Facility Representatives**

In an effort to make it easier and smoother for you to meet with Pinon Family Practice providers and staff we would appreciate the following:

Please leave a business card in the box provided so we have your contact info if we need anything. Be sure to put on the card the specific medication or service you provide.

To sign up for a lunch there is a Lunch Calendar located in the front foyer of the office. **Please include all of the details requested on the calendar: your company name, your name, email and phone.** Do take note of the Pinon Family Practice providers day’s off if you’re interested in meeting with one in particular.

If you’d like to schedule a breakfast, coffee, snack – please note: providers will do their best to pop-in but this is during patient clinic so there is no guarantee. Our office opens at 745 am and closed at 5pm.

* Please **do not call to confirm** your already scheduled lunch apt – if you’re on the schedule, that is your confirmation. If we need to cancel for any reason, we’ll reach out to you.
* We have an average of **#25 employees** each day although this can vary with vacations/staffing
* Lunch can be **delivered at 11:45** – our lunch starts at noon or when the providers are done with a.m. clinic
* We **do not have a food preference** and are grateful for what you bring
* **No vegetarians** in office
* **One Gluten free** employee – (while appreciated, it is not necessary to order a separate meal (also nut, dairy, glucose allergy)
* We **do have an airborne peanut allergy**
* For lunch: please **wait in the waiting room** and the providers will come out to meet with you. Please feel free to get your lunch before or after meeting with the providers.

Please **DO NOT** sign up for a meeting for DX laboratory testing or medical device sales – instead you can email your info to info@pinonfamilypractice.com and we’ll reach out if interested. Providers will NOT attend these meetings unless scheduled by us.

**Friendly Reminders:** Please do not detail providers during patient clinic (before or after lunch). If you need a signature, let the front office know and they’ll take your tablet back for signature. \*\*Please read sample closet details or we may not accept additional samples\*\*

**Please do not disturb the front/back office support staff while they’re working** and during clinic hours. They do not make decisions that would affect your service or product. Our referrals coordinator can be reached at 3003-948-2676 if you have specific information to provide as it relates to referrals.

We appreciate you coming in and partnering with Pinon Family Practice in the interest of our patients!

Thank you for your cooperation!