#### **Office Policies**

Our office has a small waiting area. Please, bring only one (1) adult family member to your appointments. Keep in mind this person will come into the examination room, so if there is any personal information you are not comfortable sharing, we suggest you come alone.

The Doctor needs your full attention during each visit. We **strongly discourage bringing any children** to appointments.

# **Patient Responsibility**

In case we need to notify you of changes that may occur (such as the Doctor being called away for a delivery or emergency surgery) please *inform our office of any changes to your personal information*, including: address, phone number, last name or insurance.

# **Hospital Affiliations**







(314) 362-5000

(314) 996-5000

(314) 251-6092

SSM DePaul Health Center

SSM St. Joseph Health Center

(314) 344-6000

(636) 947-5000

Once you select a hospital for delivery, don't forget to contact the facility to schedule a tour and pre-register by the 25<sup>th</sup> week of pregnancy.

# **After Hours Service**

If you have a concern that is not an emergency, please call the Medical Exchange Line at (314) 533-5858 during evening hours and weekends only.

# DO NOT CALL THE MEDICAL EXCHANGE LINE WHEN THE OFFICE IS OPEN.

In case of an emergency that cannot wait until the next business day or a return call from the Doctor, dial 9-1-1 or go to the nearest hospital listed above.

# **Expectant Mothers Information Pamphlet**

Congratulations on your new pregnancy and thank you for choosing

# Women's Health, Wellness & Pregnancy!

This is an exciting time for you, but it is also full of many changes. Our goal is to provide quality care throughout your pregnancy. Prenatal care is the most effective way to prevent adverse outcomes when it occurs consistently and at the ideal scheduled intervals.

Take the time to read this information. It will answer some commonly asked questions regarding your pregnancy.

Keep this pamphlet. Refer to it often. If you have more questions, please call our office.

# WOMEN'S HEALTH, WELLNESS & PREGNANCY

10135 W. Florissant Ave. St. Louis, MO 63136 Phone: (314) 521-1444 \* Fax: (314) 521-2299

Dr. Aaron J. Pile, M.D.

# **Missed Appointment Policy**

The delivery of an infant is an unpredictable event and there are occasions when the Doctor will be called out to the hospital. If an appointment is postponed or rescheduled, your patience and understanding is greatly appreciated. When you arrive, please update your personal phone number at each visit.

#### Call Ahead

We understand emergencies may prevent you from keeping a scheduled appointment. Please make every effort to *notify us by calling* at least 24-hours in advance.

#### **Running Late?**

If you are running 15 minutes late *please call* to avoid having your appointment rescheduled. Repeatedly missing appointments can create an unsafe situation and may result in your discharge from our practice. If discharged, you must continue your care with another doctor (decided on a case by case basis).

#### Winter Weather

If there is snow or ice on the roads, *please call ahead* to ensure our office is open. We would prefer to reschedule the appointment and keep you and your baby safe from the road hazards.

We do not accept walk in appointments.

## **Lab and Ultrasound Results**

Most lab tests are drawn here in our office. Any labs drawn at your previous visit will be discussed during your next appointment.

# **Prescription Refill**

If you need a prescription refilled that was written by the Doctor, please call your pharmacy first and allow us 24-hours to fill the prescription.

### **Work and School Release**

If you are feeling too ill to attend work or school, you must contact our office. We will not issue a written release if the office has not been contacted prior to your being absent from work or school.

## **Maternity Leave**

Maternity Leave is extended only for complications during pregnancy or post-partum recovery. If you are currently working or enrolled in school, contact the appropriate office to find out the requirements for approved Maternity Leave.

If FMLA (Family Leave Medical Act) forms or similar paperwork is required, the fee is \$20.00 and must be paid up front. This fee is not covered by insurance. Please allow one (1) week for the completion and return of this paperwork.

# **Hospital Affiliations**

Barnes Jewish Health Center: (314) 362-5000 DePaul Health Center: (314) 344-6000 Missouri Baptist Health Center: (314) 996-5000 St. John's Mercy Medical Center: (314) 251-6092 St. Joseph Health Center/St. Charles: (636) 947-5000

Dr. Pile is on staff at all the hospitals listed above and you can select one of them to deliver your baby. Keep in mind your insurance company may make the decision for you.

Once you select a location, contact the hospital to schedule a tour and pre-register by the 25<sup>th</sup> week of pregnancy.