

## Appointment Instructions

General information, medical record requests. <b>See instructions below for scheduling appointments.</b>	501-1600	<a href="mailto:rea026@henrico.us">rea026@henrico.us</a>
Hepatitis B Vaccination information	501-1601	<a href="mailto:joh33@henrico.us">joh33@henrico.us</a>
Drug and alcohol testing information	501-1600	<a href="mailto:rea026@henrico.us">rea026@henrico.us</a> or <a href="mailto:war043@henrico.us">war043@henrico.us</a>
Clinic administrative information	501-1603	<a href="mailto:war043@henrico.us">war043@henrico.us</a>

### Hours of operation:

Monday – Friday 8:00 AM – 4:30 PM; Closed on weekends and county approved holidays.

To expedite scheduling, please call (804) 501-1600 for an appointment. If you are unable to call during regular business hours, please leave a message including your name, phone number, department, and a brief message for a return call.

If unable to call, and need to reschedule your appointment due to shift changes, please e-mail [rea026@henrico.us](mailto:rea026@henrico.us) and include: contact information, department and nature of appointment providing up to five (5) business dates you would be available for an appointment/rescheduling.

Walk-ins are welcome, however, so that we may facilitate your needs, **please call prior to visiting so we can confirm the availability to avoid long wait times.**

***Most importantly, if you have a scheduled appointment and are unable to attend, please call to cancel or reschedule so that we are able to open reservations for other appointments.***