Flat Rate LEAD IN

GREETING # 1- MAIN GREETING

 - Thank you for calling _____. The office is currently closed.
 - If this is a medical emergency, please, hang up and dial 9-1-1 or go to the nearest emergency room.
 - If this is a doctor, hospital, nursing home or patient with a urgent medical matter, please, press "7" now to be connected to the answering service.   --   ((G3; operator))
 - For General office information such as office hours & address, please, press "1" now.   --   ((G2; G1))
 - If you are calling for an appointment, prescription, refill, referral or billing matter, please, call back during regular business hours.

GREETING # 2 - GENERAL OFFICE INFO

Our Office is located at _____

Our office fax number is : _____

Our standard office hours are:

_____

_____

GREETING # 3 - (LITTLE DITTY FOR PROMPT "7")

   While you are now being transfered to the answering service, please, remember that this prompt is for Drs, Hosp, NHs and Patient emergencies. All other callers should call back during office hours.

Please let us know if you would like this recorded in Spanish as well.

* If you will be making any changes in your script in the future, please, notify our voicemail manager before recording as it may be necessary for us to make adjustments in the computer.

If you need us to record for you, you may fax your revised script to: 973-283-3116 Atttn: Voicemail Manager
BEFORE 3pm **MONDAY THRU THURSDAY** . Please, allow for **ONE business week's** advanced notice for regular vacation greetings and pre-arranged closings. Please, allow **TWO business week's** advanced notice for **HOLIDAY CLOSINGS**.

Please, look over the script, make any changes and fax back to us. If this script is satisfactory, please, sign and fax back to us to keep filed in your records.

Thank you!

_____
Signature   Date