

## End of Year Extract Refills

Many patients realize they have funds remaining in their flexible spending accounts or have met their annual insurance deductible and request an end of year refill. For 2019 end of year refills, Allergy Clinic of Tulsa has set the following guidelines:



1. We will process End of Year refill only if there is less than a 90 day supply on hand (similar to the way you order other maintenance medications).
2. The request **must** be made no later than December 13, 2019 and signed for by the patient/guarantor.
3. While we will do our best to honor all requests, we cannot guarantee the refill will be processed by year end.

**It is recommended that you order as early as feasible given the above guidelines.**

## 2019 Insurance Changes

The new year is fast approaching which means insurance changes, whether it's a new card, new policy, new company, etc. Please make sure to contact us with any changes so that we may update your chart with the correct information. In 2020, all patients will need to sign new Financial Policy.

### Christmas

December 24 & 25, 2019

All offices closed



### Owasso Only

December 30, 2019

### New Year

January 1, 2020

All offices closed

### Bartlesville Only

December 31, 2019

### ACT Still has Flu vaccine available

A reminder our vaccine is completely preservative free and is Quadrivalent, which means it protects you from 4 different strains of flu. Stop by today, no appointment needed.

Insurance restrictions may apply.

### Pick us and Save!

In the spirit of the Holiday Season, we will waive all Finance charges if the balance on the account is paid in full by December 31st.

## December's Employees of the Month

### Clinical Employee: Kandy

The best way to describe December's employee of the month is determination. "She said she could, and she did". Kandy has worked very hard over the past months, from rooming to now closing nurse for Dr. Nickel. She has stepped up and proved that she has what it takes to learn how to get it done! Kandy is kind and very helpful to patients and staff. Great job, Kandy! We are thankful you're part of ACT. You represent ACT well.

### Non-Clinical Employee: Sherri

We are excited to congratulate Sherri as December's Employee of the Month! Sherri is the smiling face of the Owasso front desk. She exhibits awesome multitasking skills - keeping up with the multitude of tasks required to keep the front desk running smoothly. Sherri is quick to step in and assist other team members with benefits, scanning and uploads when needed. She continues to be flexible in her schedule to help out with coverage issues when needed in other clinics. She expresses a "whatever helps the team succeed" attitude when asked to assist with tasks outside her normal duties and always carries them out with a smile. Way to go, Sherri!



### ACT Extract Injections Given in Outside Offices

ACT has revised the Provider and Patient consents that allow for ACT extract to be administered in offices more convenient to the patient. The consent now must have both the printed name and signature of the Provider agreeing to assume the oversight of the allergy injections. Extract must be stored at the Providers Office as well as shipped to that office. Outside consent must have the Providers Address.

## Contact Us

Give us a call for more information about our services.

### Allergy Clinic of Tulsa

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Visit us on the web at  
[www.allergyclinicoftulsa.com](http://www.allergyclinicoftulsa.com)

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9311 S. MINGO ROAD  
TULSA, OK 74133-5702

### MIDTOWN OFFICE:

1727 S. UTICA AVENUE  
TULSA, OK 74104-5397

### WEST OFFICE:

6802 S. OLYMPIA  
SUITE 150  
TULSA, OK 74132-1822

### OWASSO OFFICE:

8510 NORTH 123RD EAST AVE  
OWASSO, OK 74055-2149

### BARTLESVILLE OFFICE:

224 SE DEBELL  
BARTLESVILLE, OK 74006-2305