

Magnolia Medical Clinic, P.A.

131 Magnolia Avenue SE
Fort Walton Beach, FL 32548

Appointment Reminders

After your appointment is scheduled, a representative from Magnolia Medical Clinic (MMC) will hone you two (2) days prior to your appointment to remind you of your appointment. Although we make every effort to speak with you, we might be required to leave a message. If you are unable to keep your appointment, please notify our office at least 24 hours in advance at (850) 243-7681 to reschedule. Multiple no shows can and will lead to your dismissal.

Checking In

Please arrive at least 15 minutes early for physician visits. Upon arrival, please place your name on the Sign-In Sheet. A patient services representative will request to see your insurance card and may request a photo ID. They will scan your insurance card and verify with you that all information in the computer is accurate. They will then have you complete any necessary forms. **They will also collect your co-payment and any outstanding balance.**

Delays

On occasion, our Physicians may need to spend a little more time with a patient than anticipated. The nature of our practice is to give our patients the utmost care and service. Please excuse any delays. We will give you the same careful attention as soon as possible.

Laboratory Hours

Scheduled labs 7:30am-10:00am – Coumadin Patients 10:00am-2:00pm – Walk-in labs 10:00am-4:00pm

Medical Records

All medical records are stored at our main office. Any questions regarding medical records and/or requests for copies of your medical records may be addressed by calling our main number at (850) 243-7681. Processing of your request takes approximately 10 business days. Please note there is a fee for some services.

Medical Records Authorization

Protected Health Information (PHI) will only be released from our practice with a properly executed authorization from the patient or his/her personal representative, unless specifically excluded under the Health Insurance Portability and Accountability Act (HIPAA). Please ask any patient services representative for the Authorization for Disclosure of Health Information (Blue Form).

Radiology

All x-ray films are stored at our main office. Any questions regarding x-rays may be addressed by calling our main number at (850) 243-7681.

Treatment of Minors

A parent or legal guardian must accompany new patients under the age of 18 at their initial visit. The parent or legal guardian may designate someone to accompany an existing patient during follow-up visits if it is specified on a Minor's Consent for Treatment form. This form can be obtained at the check-in area.

Prescriptions

Please contact your Pharmacy for all of your prescription refills. We require 72 hours to process your requests. If your Pharmacy has not notified you that your refill is ready after 72 hours, please contact us during the normal business hours of 8:00am – 5:00pm, Monday through Friday. Prescription refills are not considered an emergency and cannot be left with our answering service.