

# Scheduling a CIRC visit

## Outpatient:

1. Complete schedule/order form (see example form)
  - If you have an Emory SmartKey number - please do not include it on the scheduling form - this clutters the form
  - Please include the requested day and time - we will call if we need to make any adjustments
2. Fax completed form to the CIRC schedulers: 404-785-6021
  - if form is not completed correctly, it may delay scheduling
  - schedulers will call you with questions
3. For next day or same day scheduling:
  - Fax form: 404-785-6021
  - Call Scheduler immediately: 404- 785 - 6476

## Inpatient:

1. Call the CIRC (404-785-2472) directly at least 1 week in advance of patient visit

## Scottish Rite

1. Call the CIRC directly (404-785-2472) at least 1 week in advance of patient visit
2. Complete the schedule/order form and email to [circ@choa.org](mailto:circ@choa.org) (please do not fax the form, the CIRC staff will work with you directly)

## Contact Information:

Scheduling Fax - 404-785-6021

Schedulers' phone - 404- 785 - 6476

CIRC - 404-785-CIRC (2472)

[circ@choa.org](mailto:circ@choa.org)