



Accomplished Health & Wellness

Clinic Updates

November 2026 · Issue 1

A NOTE FROM YOUR DOCTOR

Welcome to our first monthly patient update! Each month you'll find office reminders, how to reach me, and what's going around in our community. This is to inform you of updates to our current policies and help ensure every patient is provided the time and attention our membership model promises.

– Dr. Jennifer Smith, DO



Office Hours

Monday – Thursday

8:30 am – 4:30 pm

Friday

8:30 am – 12:00 pm

Saturday – Sunday

Closed



How to Reach Dr. Smith

Email is the best way to reach me for anything non-emergent:

Dr.Smith@ accomplishedhealth.com.

Please use a clear subject line (see below examples):

- Appointment Request/Changes
- Refill Request
- Question.

I respond to non-emergent emails during business hours the following business day.

Office Policies

1. No walk-in visits. All appointments must be scheduled during business hours, in person or by virtual visit. Email your request with the subject line "Appointment Request."
2. Missed or cancelled appointments without 24-hour notice are charged an automatic **\$25 fee**. Requests for changes to prescriptions will not be honored without an in person or virtual visit completed first.
3. Non-emergent calls or texts outside business hours are charged an additional **\$25 fee**. Please email all non-emergent issues for proper review and follow-up, including prescription requests, refill requests or prescription changes, general questions and appointment changes. Multiple issues can be included within one email to ensure I am able to provide a timely response. I will respond to your email the following business day in the order they are received.
4. Please text the clinic (785-783-5764) if you experience urgent or emergent after-hour issues.



THIS MONTH

What's Going Around

Allergy season is upon us, and respiratory season is just beginning. Flu activity is still low, which makes October the ideal time for your flu shot. Fall allergies (ragweed and mold) stay active until the first hard frost and are often mistaken for colds.

Illness	Manage at home if	Touch base with your Doctor
Fall allergies	Itchy eyes, sneezing, clear drainage, no fever	Wheezing, or over-the-counter options not helping
Common cold	Congestion, mild sore throat, improving in 7–10 days	Lasting past 10 days, or worsening after initial improvement
Flu	Fever and aches improving by day 4–5	Fever over 101 at onset. Treatment must begin within 48hrs of symptoms

THIS MONTH'S SPOTLIGHT



Feeling Sick?

Please include the following details when reaching out:

- Fever? Include temperature.
- ALL symptoms
- When did symptoms begin?
- What meds have you taken and how often?
- Is anyone else sick?

Quick Reference

Book a visit	Email "Appointment Request".
Cancel or reschedule	Email at least 24 hours ahead.
Refill a current medication	Call your pharmacy.
Change or start a medication	Schedule a visit or televisit.
Non-urgent question	Email "Question".



In an Emergency

Do not email, call, or text the office. Call 911 or go to the nearest emergency room. For a mental health crisis, call or text 988.