

HOLIDAY SPECIAL FORM – CHRISTMAS DAY



800 S. Wells, Suite 170, Chicago, IL 60607

[www.mediconnect.com](http://www.mediconnect.com)

*YOUR PARTNER IN HEALTHCARE COMMUNICATIONS*

**PLEASE PROVIDE PRACTICE NAME OR  
ACCOUNT NUMBER SO THAT WE MAY IDENTIFY YOU**

Today's Date:

Practice Name (Required):

Account Number (Required):

Contact Person:

The Christmas Day holiday is coming. It's a time when offices may operate on an unusual schedule or close early. Your call center is here to take your calls at all hours of the day and night and we want to be prepared to give your callers the most accurate information. Every year, a few offices forget to inform the call center about last minute or unplanned holiday schedule changes. Please take a moment to complete this form.

**Thursday, December 23, 2010:**

Closed all day  Open from \_\_\_\_\_ -- until \_\_\_\_\_

**Friday, December 24, 2010:**

Closed all day  Open from \_\_\_\_\_ -- until \_\_\_\_\_

**Saturday, December 25, 2010: (CHRISTMAS DAY)**

Closed all day  Open from \_\_\_\_\_ -- until \_\_\_\_\_

**Sunday, December 26, 2010:**

Closed all day  Open from \_\_\_\_\_ -- until \_\_\_\_\_

**Monday, December 27, 2010:**

Closed all day  Open from \_\_\_\_\_ -- until \_\_\_\_\_

**PLEASE FAX TO 773-628-1495 or 800-801-5872**

If you have any questions or comments, please feel free to contact us:

**Patrick Day**  
pday@mediconnect.com  
(888) 922-4003

**Joselyn Torres**  
jtorres@mediconnect.com  
(773) 628-1446

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