



Please read and consider the following before scheduling:

- Scheduling for appointments online (or by phone) does not apply to same-day appointments. For these, you must physically come into our office and sign up on the sheet at the check-in desk.
 - When you are scheduling for an appointment for the following day, please be sure to request your appointment before 4 P.M. of the previous day.
- When e-mailing to parkwayrep@parkwaymedicalgroup.com, please include the following information in the e-mail:
 - Your first and last name
 - Company that you are representing
 - Phone number that you can be reached through
 - Date and time that you are requesting
 - If scheduling for Black Mountain Office, please specify this
- If you are scheduling a lunch, please e-mail us the food that you are bringing as soon as possible. PMG preferences for food are as follows: Moe's, Olive Garden, Asaka, Red Radish, Fiore's, Clingman Café, etc.
- For all other appointments, you may bring snacks to hand out if you like, but please limit these to healthy snacks.
- If you are new to our office, please make sure to speak with the check-in desk about the designated areas for you to wait for our providers to speak with you.
- Please park along the lower portion of our parking lot so that our patients can park closest to our main entrance.