

**EMMANUEL CHRISTIAN HEALTH CENTER, P.A.**  
**Vivian J. Woodard, M.D. Medical Director, Board Certified in Internal Medicine**  
**Courtland L. Munroe, M.D. Staff Physician, Board Certified in Internal Medicine**  
**918 Rolling Acres Road, Suite 1, Lady Lake, FL 32159**  
**Website: [www.vivianjwoodardMD.com](http://www.vivianjwoodardMD.com) or [www.flushotMD.com](http://www.flushotMD.com)**  
**Phone (352) 259-1991 Fax (352) 259-5540**

**Dear Friend,**

**Welcome to the Emmanuel Christian Health Center.** Thank you for choosing us as your primary care providers. It is our pleasure to assist you with your continuing health care needs. Our practice is staffed by two highly experienced board certified Internal Medicine physicians and has served the Villages since 1995. Both our physicians are committed Christians who treat patients from all walks of life with respect and compassion. We welcome you wholeheartedly into our practice.

**Vivian J. Woodard, M.D.**, a native Floridian, is our founder and medical director. She is a graduate of Harvard College and Harvard Medical School. Dr. Woodard enjoys helping her patients resolve complex medical problems. She also has special interest in adult vaccinations, well woman care, and preventive medicine.

**Courtland L. Munroe, M.D.** is a graduate of Northwestern Medical School, a Fellow of the American College of Physicians, and a retired U.S. Navy officer. Dr. Munroe is an expert diagnostician with experience covering a wide range of medical problems. He and his wife Mary Lou are residents of the Villages.

**Partial List of Services Our Doctors Provide:**

**Dr. Munroe or Dr. Woodard**

Primary Care Internal Medicine  
Same Day Care for Urgent Problems  
Flu shots/Pneumonia Shots/Shingles Vaccine/Other Adult Vaccines  
B-12 Shots (given by medical assistant)  
Ear Irrigation for Wax Removal  
Complete Physicals  
Management of Coumadin/Warfarin and INR testing  
EKG's and 24-hour heart monitors

**Dr. Woodard only**

Certified Provider of Yellow Fever Vaccine  
Travel Shots and Medical Advice for Foreign Travel  
Shots for High School and College Entry  
Pap Smears and Pelvic Exams  
Well Woman Exams  
School and College Entry Physicals

**New patient registration and medical history forms** are available for pick up in our office, can be sent to you by e mail, or may be downloaded from our website. **Once your new patient forms are completed and returned to our office we can schedule your initial appointment.** When you return your paperwork we also need **a copy of your driver's license and medical insurance cards**, as well as a **list of all medications you currently take.** **We encourage you to schedule your "get established visit" as soon as possible.** It is helpful (but not mandatory) if you bring your medical records from the past year and your current medication bottles when you come for this initial physician visit.

**We also encourage you to update your immunizations** at this time. If you are over 50 the CDC recommends that you have a yearly flu shot and one-time vaccinations against pneumonia and shingles. You should also boost your tetanus shot every 10 years. You may come in for flu, pneumonia and tetanus shots without appointment. Shingles is a live vaccine and requires a brief visit with the doctor.

As you join our practice please be advised of our policies regarding prescription refills and office visit payments. **We ask that you request enough refills at each visit to last until your next scheduled appointment. If you run out of refills between visits, ask your pharmacy to send us an electronic refill request. We do not accept refill requests by phone. All co-pays and deductible amounts are due at the time of service. We only accept cash or check as forms of payment (no debit or credit cards).** More detailed information about our practice and its policies can be found in our practice brochure.

**There is a physician available in the office Monday through Friday. After hours a doctor is on call for emergencies.** To reach the doctor after hours dial (352) 259-1991, leave a detailed recorded message, and enter your call-back number at the prompts.

Our practice uses **electronic medical record software** which gives you access to your office visit notes, lab results and other personal health information via a secure web-based portal. You may request your username and password from any member of our staff.

Thank you again for choosing the Emmanuel Christian Health Center. We look forward to serving you.

***Vivian J. Woodard, M.D. Courtland L. Munroe, M.D. & the staff of Emmanuel Christian Health Center***