

Dear Vendor,

Please be aware that beginning on April 28, 2009 The Women's Clinic of Northern Colorado will be open for business at our new location.

1107 South Lemay Ste 300
Fort Collins, CO 80524
Tele: 970-493-7442
Fax: 970-493-2990

Please note that we have a very high sensitivity for the privacy and security of our patients, which I am sure you not only agree with but appreciate personally. We will no longer allow any business person to enter the clinical space without an escort for any reason. Please assist us in respecting our patients by respecting this policy.

This building has 2 entrances depending on your business with us.

Southwest entrance – Main Entrance: Public Elevator – to the 3rd floor where you will be required to sign in at the front desk and wait for an escort. Please let the front desk person know who you would like to see, they will summon that person to escort you.

Northeast entrance – Freight Entrance: to the 4th floor – a direct right or north from the elevator will allow you to bring freight or anything else you would like to drop off to our new receiving area in our Medical Records Department. It is recommended that you park on the Eastern most end of the parking lot bordering Lemay to access this entrance as there will be very limited parking on Garfield, head directly north on the sidewalk to the entrance on the corner of Garfield and Lemay.

Should you enter the SW entrance and need to access the 4th floor Medical records area – you will need to follow the common hallway all the way around the building to the NE corner and enter at the Medical Records Department.

Drug Rep Tuesday's: A special day deserves some special arrangements.

Spruce Classroom:

Please park in the parking lot and enter through the main entrance. Use the Public elevator to the 4th floor – upon exiting the elevator – about face to the right and enter the Women's clinic Classrooms, Columbine Classroom will lead to the Spruce Classroom; here you may set up tables or what ever else is needed. Again be reminded these are classrooms and typically used that evening for classes, we greatly appreciate you tidiness after you leave.

To reserve a space for **DRT** or schedule a lunch time in-service– please call Nicole, our Clinical Director at 970-495-7957.

