



Porter Internal Medicine

A Department of Porter Hospital
116 Porter Drive
Middlebury, VT 05753

**Telephone: (802) 388-8804
(802) 388-8805
Fax: (802) 388-5619**

Regular Office Hours:

Monday 8:30am-4:30pm
Tuesday 8:30am-4:30pm
Wednesday 8:30am-4:30pm
Thursday 8:30am-4:30pm
Friday 8:30am-4:30pm

**Dr. Armstrong's days off: Tuesdays & Friday afternoons.*

**Dr. Hodde's day off: alternating Thursday's and Friday's.*

**Dr. Gaida Michaels: Wed, Thur, Fri off.*

**Laura Wilkinson, FNP's day off: Monday.*

After Hours/ Holidays/Weekend Care

When you call the office after regular office hours, you will be connected to our answering service personnel. They will contact the doctor on-call, who is responsible to then contact you directly.

In extreme medical emergencies, please call "911".

Our Health Care Team



Brad Armstrong, M.D.

Practice Interest: Internal Medicine, Primary Care

Board Certified: American Board of Internal Medicine

- **Medical School:** University of Rochester, NY. (1988)
- **Internship:** Beth Israel Hospital, Boston, MA (1989)
- **Residency:** University of Rochester, Rochester, NY (1991)



Naomi Hodde, M.D.

Practice Interest: Internal Medicine, Primary Care

Board Certified: American Board of Internal Medicine

- Medical School:** Temple University School of Medicine, Philadelphia, Pennsylvania Doctor of Medicine (1997-2002)
- Residency:** University of Washington (2005)



Gretchen Gaida Michaels, M.D.

Practice Interest: Internal Medicine, Primary Care

Board Certified: American Board of Internal Medicine

- Medical School:** University of Vermont School of Medicine (1997-2001)
- Internship:** Medical College of Virginia (2001-2002)
- Residency:** Medical College of Virginia (2002-2004)



Laura Wilkinson, F.N.P., MSN

Practice Interest: Internal Medicine

- University of North Carolina, Masters of Science in Nursing (MSN), and Family Nurse Practitioner (2005)
- University of Vermont, BSN (2001)
- University of Vermont, BA in Sociology (1995)
- Member: American Academy of Nurse Practitioners, 2005 to Present

Our Services

General Adult and Geriatric Medicine
Physical Examinations
Allergy Treatment, Lab Services
Nursing Home Care

Prescription Refills



In order to ensure quality patient care, Porter Internal Medicine Practice requires a minimum of **24-48 hours** notice to process a medication refill.

When you call in for a prescription refill, please have the medication name, dosage and the pharmacy you prefer. We will also ask you for your date of birth and a telephone number.

Fasting Blood Work



If you are scheduled for fasting blood work, please remember not to eat or drink anything for 12-14 hours the night before your appointment. You may drink water and we encourage you to drink as much water as you like.

Note: You may continue to take all of your medications, unless you need to take them with food.

Hospitalizations



We admit patients to Porter Hospital for acute care.

Referrals to other Providers



If your provider has determined that you must be seen by an outside specialist, i.e., cardiologist, podiatrist, etc., you may require a referral.

Depending upon your insurance, pre-certification/prior authorization may also need to be completed in order for your insurance company to pay for those visit(s). We will work with you to ensure referrals are completed in a timely manner.

Medical Records & Patient Confidentiality



It is our responsibility to protect the confidentiality of your medical records at all times.

Records may only be released with the written consent of the patient or the patient's legal guardian.

If you would like your records transferred, you must sign a release statement giving us permission to share your records or send information to another office.

It usually takes 30 days to transfer/copy your medical records.

Appointments

❖ **Appointment Cancellation Policy:**
Please remember that a missed or broken appointment is a loss to everyone. We require 24 hours notice if you are unable to make your appointment. After four (4) appointments are missed without notice, you may be dismissed from our practice. Please inform us if you are unable to keep your appointment.

❖ **Insurance Card:**
Please bring your insurance card with you to your appointment and notify us of any changes in your insurance coverage.

❖ **Workers Compensation:**
Please provide the date of injury, employer, and worker's comp liability insurance. Failure to provide this information at the time of your visit will result in the bill being sent to you as a "self pay". You will then be responsible for submitting the bill for payment.

❖ **Telephone/Address Information:**
Please notify our front office staff should you have any address or telephone changes.

Billing Questions . . .



Please feel free to contact the Porter Practice Management (PPM) Billing Office at the main phone line of **(802) 388-8808**.