



Schedule For Transmission EEGs

Calling The Receiving Center:

A.) Routine Transmission:

Toll free telephone # : (800) 231-1009
Telephone # : (281) 821-6400
Fax telephone #: (281) 821-6401

After-Hours phone # : (281) 830-3861

Business Hours: Mon – Fri 7:30AM – 4:30PM (CST)
EEG Transmission hours: Mon – Fri 7:00AM – 5:00PM (CST)

B.) After-Hour and Holiday Transmissions:

On-Call Phone Number – (281) 830-3861

All after-hour and holiday coverage is provided by on-call technicians. The cellular telephone number is for direct access to the technician on duty. If there is no response, call the pager number using a touch tone telephone. Dial (281) 830-3861; after the tone, enter your area code and seven digit phone number, then press the # key. Listen for the repeating tone, then hang up. The technician will return your call to schedule the EEG.

Please use the above numbers solely for after-hour EEG procedures. The technician on call has no access to EEG reports, or other office materials.

Note: The electrode application procedure must not be initiated until contact has been made with the receiving center technician and the EEG is scheduled.

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HOLIDAYS

New Year's Day	-	January 1st
Memorial Day	-	Last Monday in May
Independence Day	-	July 4th
Labor Day	-	1st Monday in September
Thanksgiving Day	-	4th Thursday in November
Christmas Day	-	December 25th

A recognized holiday that falls on a Saturday will be observed the preceding **Friday**. A recognized holiday that falls on a Sunday will be observed on the following **Monday**.