



In Home Primary Care, PLLC  
127 Ave A Bay 3 Suite 1&2  
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### **CHECKLIST FOR PROCESSING NEW PATIENTS**

Thank you for your interest in **In Home Primary Care (IHPC)**. This cover sheet is intended to help streamline the patient registration process and hopefully make it easier for you to complete the necessary paperwork. Please note the following items that are required before we may schedule the patient:

- Completed and signed *Patient Information Form***
- Copy of Power of Attorney (POA) or Durable Power of Attorney (DPOA) paperwork if applicable**
- Copy of front of Medicare card**
- Copies (front and back) of medical insurance card(s)**
- Completed *Authorization for Medical Release Form* including Provider name or Clinic name with their Phone # and Fax #. Please make sure to sign and date.**
- Current Medications and Treatments form***
- Medical History form***

Please note that it usually takes 3-5 business days to process a new patient. After processing is complete you will be contacted for scheduling the 1<sup>st</sup> visit. If you feel like there is an urgent need for the patient to be seen sooner, please let us know. However, we cannot guarantee that the patient can be seen sooner than that.

I manage the new patient intake. My work hours are Monday through Friday from 8:30am to 4:30pm. If you need to contact me please call the office at 360-863-3657, and select 1#. If I am not available PLEASE leave a message and I will return your call as soon as possible.

Please note: Once you have been seen by the nurse practitioner and have been admitted to the practice, any further inquiries should be directed to the main office number, 360-863-3657, and select 2# to leave a message for the LPN Staff.

**SHOULD YOUR INSURANCE CHANGE IN THE FUTURE IT IS YOUR RESPONSIBILITY TO INFORM IHPC IMMEDIATELY AND SEND A COPY OF THE FRONT & BACK OF YOUR NEW INSURANCE CARD.**

Thank you.

Billie Foote, Office Assistant