



In Home Primary Care, PLLC
127 Ave A Bay 3 Suite 1&2
Snohomish, WA 98290
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CHECKLIST FOR PROCESSING NEW PATIENTS

Thank you for your interest in **In Home Primary Care**. 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**
- Copies (front and back) of medical insurance card(s)**
- Copy of front of Medicare card**
- Completed *Authorization for Medical Release Form* including two signatures with date signed.**

Please note that it usually takes at least one to three weeks to process a new patient and get that patient on the schedule for a 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 intakes. My work hours are Monday through Thursday from 10:00 to 3:00. I am not in on Fridays. If you need to leave me a message, please call the office at 360-863-3657, and select 1#. I will call you when I return.

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 0# to leave a message.

Thank you.

Meredith Mechling
Office Assistant