

Evergreen Women's Care, PLLC
Obstetrics and Gynecology
12303 N.E. 130th Lane, Suite 420
Kirkland, WA 98034
Phone (425) 899-6400
Fax (425) 899-4490
www.EvergreenWomensCare.com

IMPORTANT INFORMATION

Thank you for scheduling your appointment with Evergreen Women's Care. We are located in Evergreen Hospital's Professional Center, which is the Coral Building. The nearest parking is in the Blue Parking Garage; follow the signs to Evergreen Hospital's Blue Entrance. Please visit our website for directions. The following steps are necessary to prepare for your appointment:

STEP 1: Complete your Digichart Patient Portal Medical History (See enclosed patient portal letter)

Our office has gone to electronic medical records per the Federal Government's health care information initiative. It is **REQUIRED** that this information be completed by all patients. Returning patients are **REQUIRED** to update for each annual exam; any visit for a new problem or if you have not been seen for six months. **Each** new pregnancy also **REQUIRES** an update, even if you have delivered in our office previously. For new patients, this will take 30-60 minutes; for returning patients this will take 10-15 minutes. The website address to the Patient Portal is <https://patients.digichart.com>. If you do not have computer access, we have two computers in our office for patient use to complete/update your medical history. Please be sure to keep your log-in information as you will need it for future appointments.

STEP 2: Complete the enclosed Patient Registration form.

STEP 3: Complete the enclosed Medication List.

STEP 4: It is important that you arrive 15 minutes prior to your scheduled appointment time.

If this information is not completed prior to your appointment your provider may ask you to reschedule your appointment.

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INFORMATION YOU NEED TO KNOW

BRING YOUR INSURANCE CARD: We encourage you to contact your insurance company. Please be aware of your insurance coverage, co-pays and benefits. If your plan does not cover preventative care or you do not have insurance, please contact our billing department to discuss payment options.

COPAYS: If applicable, co-pays are due at the time of service.

LAB WORK: If your insurance plan is contracted with a particular lab, **IT IS YOUR RESPONSIBILITY** to inform our clinical staff at the time of your appointment. If we are not informed and labs are sent out, we will be unable to do anything about the incurred lab fees.

NATIONAL CODING LAWS: We must bill your annual well-woman exam as preventive care. We cannot and will not re-bill visits with changed procedure or diagnosis codes as this constitutes insurance fraud and may jeopardize your provider's medical license.

IDENTITY THEFT LAW: The Federal Law now requires photo I.D. for your visit. As of August 1, 2009 we will be taking an in office photograph of all patients for our system to be compliant with the current identity theft law.

Thank you for your understanding in these matters. Your cooperation is greatly appreciated.