

Thank you for scheduling a Follow-Up Office Visit with Dr. Aimée!

****Please review the 48 hour cancellation policy at the bottom of this email****

On July 20, Santa Cruz Integrative Medicine transitioned to a new electronic medical records system. If you haven't already, you will receive an invitation to our patient portal. The portal will provide easy access for you to see your visit summaries and treatment recommendations, maintain up to date medication and supplement lists, and upload labs from other doctors. It's also an opportunity to keep us current on your allergies, preferred pharmacy, and contact information. In addition, the portal will be the best place to communicate with Dr. Aimée and the front desk via secure email messages (vs the unsecure emails we have been using for years!!).

THREE THINGS TO DO BEFORE YOUR APPOINTMENT:

1) Log in to the portal prior to your visit, go to the Questionnaires tab, and fill out:

- a) Follow-Up Questionnaire
- b) COVID19 Screening Form (Scroll Down to 'Specialized Questionnaires')

2) While in the portal, please update your information where appropriate:

- a) Photo
- b) New address, phone, or email
- c) Updated medications
- d) Updated supplements and doses***
- e) Preferred pharmacy
- f) Have you signed the Consent to Telehealth Services?
- g) Have you signed the Medicare Private Contract form (ONLY if you are over 65 and have Medicare coverage in the U.S)?
 - (a) This form states that we will not bill Medicare for your services and that you will pay us directly at the time of service—we ARE able to order labs and imaging under Medicare

3) If you have labs from other providers, please upload copies of them to the portal:

- a) Click on the “Labs and Documents” tab on the right, and then click the UPLOAD NEW DOCUMENT button. **(preferred)**
- b) Alternately, you can
 - i) Fax records to 831-465-8528
 - ii) Mail to Dr. Aimée Shunney, 740 Front Street, suite 130; Santa Cruz, CA 95050
 - iii) Bring them by the office

CANCELLATION POLICY - Please be advised that we have a 48 business hour cancellation policy. Appointments may be canceled by calling 831-465-9088 at least 48 business hours in advance. Credit card information is taken at the time of booking in order to hold your appointment time. If you cancel less than 48 business hours prior to the start of your appointment or do not show for your appointment time your credit card will be charged the full price of the visit.

Additional questions can be answered at the office, 831-465-9088.

Thank you!