

## **Thank you for scheduling a New Patient Office Visit with Dr. Aimée!**

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

**When you schedule your appointment, 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 where you can communicate with Dr. Aimée and the front desk via secure messages.

### **THREE THINGS TO DO BEFORE YOUR APPOINTMENT:**

#### **1) Log in to the portal prior to your visit and fill out the following questionnaires:**

- a) COVID 19 Screening Form (Under Specialized Forms)
- b) Privacy and Consent Forms:
  - i) HIPAA Privacy and Authorization Form
  - ii) General Consent to Treatment
  - iii) Consent to Telehealth Services
- c) Adult New Patient Forms:
  - i) Medical Questionnaire
  - ii) Social Questionnaire
  - iii) Family History Gp3 Questionnaire
  - iv) 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
- d) Pediatric New Patient Forms (Children Under 16)
  - i) Pediatric Intake Form
  - ii) Family History Gp3 Questionnaire

#### **2) Upload copies of pertinent labs to the portal:**

- a) Click on the "Labs and Documents" tab on the right, and then click the **UPLOAD NEW DOCUMENT** button. **(preferred—save a tree!)**
- 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 to the office

3) **Bring all medications, over the counter drugs, and vitamins/herbs/supplements that you are currently taking** or be sure to upload a detailed list in your patient portal.

**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!