Please, complete and return the following as soon as possible.

◆ Read and sign the Financial Policy. Keep a signed copy for your records.

◆ Read the HIPAA Notice of Privacy Practices, read only and keep for records.

◆ Complete HIPAA Release & Assignment of Benefits form, be sure to include an email address if you want to be able to communicate by email.

◆ Have your husband, if appropriate, also complete a HIPAA Release & Assignment of Benefits form. He must give us permission to communicate with you about anything that is recommended for him.

◆ Complete the Advanced Beneficiary Notice, keep a copy for your records.

◆ Complete the General Medical History

◆ Please, email, reception@saintpaulvi.com, or fax all completed forms along with a copy of the front and back of your insurance card to 402-390-9851. Put “New Patient Appointment (date of appointment)/(last name)” in the subject.

◆ Arrive 15 minutes early. We are located on the second floor, the elevator is in the center of the building.

◆ What to bring to your appointment:
  ❖ Picture ID
  ❖ Insurance Card
  ❖ Creighton Model Charting
  ❖ Pertinent Medical Records you’d like the doctor to review
  ❖ Any Co-pay/payment required