Instructions to get set up as a patient and move forward with recommendations

◆ Complete and sign the Patient Information Sheet.
◆ Complete the General Medical History form.
◆ Read the HIPAA Notice of Privacy Practices.
◆ Complete HIPAA Release & Assignment of Benefits form for yourself and 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.
◆ Read and sign the Financial Policy and the Advance Beneficiary Notice Form. Keep a signed copy for your records.
◆ Include a copy of the front and back of your insurance card and a copy of a picture ID.
◆ Send a copy of your most recent Creighton Model charting. Please ensure that day 17 & 18 are legible and your name/date of birth is on all the pages.
◆ Include a recent picture (including your family members if you like) to be kept with your medical record.
◆ Fax the above information to (402) 390-9851, email it to reception@saintpaulvi.com or mail it to Saint Paul VI Institute, Patient Care at the above address listed on the bottom.
◆ Call our office at (402) 390-6600 if you have any questions.