Patient information forms must be updated every 6-12 months for you to be considered an active patient and receive any services, including prescription refills.

- Please review the enclosed patient information and make any changes needed. Be sure to check the insurance information including the numbers to be sure it is accurate. Sign the bottom once you have made any needed corrections.

- Read the HIPAA Notice of Privacy Practices.

- Complete the 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. (This is highly encouraged.)

- 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, if it is enclosed. Keep a signed copy for your records.

- Include a copy of the front and back of your insurance card.

- Email the above information to reception@popepaulvi.com, or fax to 402-390-9851, or mail to our office at: Saint Paul VI Institute, Patient Care Department, 6901 Mercy Road, Omaha, NE 68106

- Call our office at 402-390-6600 if you have any questions.