



We want to make sure your appointment goes as smoothly as possible, and that we're able to give all of our patients the time they need with us. You can help us by arriving for your appointment 15 minutes early, and making sure you are prepared by reading through this checklist. Thank you!

Paperwork and Information: Please arrive with your completed paperwork and patient information 15 minutes prior to your appointment. If you have any changes to your account, let us know at this time. If you aren't able to complete your paperwork ahead of time, please plan to arrive 30 minutes prior to your appointment.

Please be advised that our clinic policy requires you to provide a social security number for the patient and/or subscriber of the insured. If this poses a problem, please contact our office prior to your appointment.

Medication alert: It is important to bring in all your current medications so we can review them with you. These medications include: vitamins, over-the-counter medicines, herbal remedies, and any other supplements.

Insurance card and picture ID: Please bring the insurance card *imprinted with the patient's name*. (Most insurance cards have individual identification numbers for each insured member.) We will make a copy of the front and back of the card, along with a picture ID of the patient or responsible party. If your card has a place to list your PCP or Primary Care Physician, please make sure to call your insurance company and change it to the correct Sellwood Medical Clinic provider — not doing so may result in a lower reimbursement from your insurance company.

Remember your copay: Our contract with your insurance company requires that we collect a fee for each visit, including and lab/vaccine visits, unless you bring a printed document from your insurance company stating no copay is needed. Please be prepared to make this payment upon check-in.

Parents of newborn children: Please be advised that newborns must be added to your insurance policy within 30 days from date of birth, or your visits may not be covered. Until you receive a card with the child's name imprinted on it, please bring the insurance card of the adult whose policy will be covering the child for the first thirty days.

If you have any questions, please call our office at 503-595-9300 between the hours of 8:30 a.m. and 5:00 p.m.

NOTE: Please call at least 24 hours in advance to cancel or reschedule your appointment.