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## **Welcome, and thank you for choosing Bridgeview Women's Health.**

Please review the following information regarding our office policies.

### REGISTRATION FORMS

You will find a few registration forms enclosed with this letter. These forms are also available for download on our website at [www.bridgeviewwomenshealth.com](http://www.bridgeviewwomenshealth.com). Please complete each of these forms and bring them with you to your first appointment.

### INSURANCE

We ask that you bring your Insurance Card to each appointment. Our staff will take a copy of your Insurance Card for billing purposes. Patients without an Insurance Card or Proof of Insurance (a letter for your employer including Patient Name, ID number, Group Number, Claims Address, and Insurance Phone Number) will be required to pay at the time of service.

### CANCELLATION POLICY

We ask that you notify us as early as possible if you are unable to attend your scheduled visit. This will allow us to fill the appointment time with another patient from our waiting list. For appointments that are not kept and not cancelled, Bridgeview Women's Health charges a \$20.00 "no show" fee. Patients are required to pay this fee prior to being seen for their next appointment.

### PRESCRIPTION REFILLS

Please contact your Pharmacy for refills of your prescriptions. This allows for faster and more accurate service. You may also call our Refill Prescription line at 503-423-9368 and leave your refill information. We only refill prescriptions during business hours, Monday through Friday, 9:00 AM to 5:00 PM. Please allow 48 - 72 hours for processing.

### DIRECTIONS

Please see the reverse side of this letter for a map and directions of how to find us.

**Again, thank you for choosing Bridgeview Women's Health, and allowing us to serve your health care needs. We look forward to meeting you!**