



APPOINTMENT PREPARATION CHECKLIST

We are pleased you have selected Spokane Urology, P.S. for your Urological care. In order to better serve you, we ask that you come prepared with the following:

- **Complete** the *Patient Information & Patient History* forms: It is important that each form is completed in its entirety. (If you are a previously established patient, it is necessary to update your information)
- Please **provide** a list of your current *Medications*: This should include prescriptions as well as any over-the-counter medicines that are routinely taken.
- Please **bring your** *Medical Insurance Identification/Cards*: Without this information, we are not able to accurately process your medical claim and this may cause a delay for you during your visit. We are able to scan your cards into our computer system and process them directly to your insurance carrier.
- **Sign & date** the back page of the H.I.P.A.A. (Health Insurance Portability and Accountability Act) *Notice of Privacy Practice* form: A copy will be kept in your medical file.
- Be prepared to pay any co-payment or account balances: Our bookkeeping staff is available from 8 am to 5 pm to answer any questions you may have or assist you with claim processing.

Thank you