

EHR Registration

PURPOSE

1. Secure patient consent to legal forms and privacy policy.
2. Inform patient of the fee for the Initial Consult.
3. Inform patient of the Cancellation Policy.
4. Collect patient demographic and payment information.
5. Guide patient to next step of scheduling the Initial Consult.
6. Offer to support them if they need help or get stuck at any point in the process.

PROCEDURE

1. Patient fills out the EHR registration form, including credit card information (except the security code).
2. Patient receives an automated response email.
 - a. Thank-you message informs that the next step is to schedule an IC and provides basic information about what the IC is and explains the fee for the IC (\$245 billed after appointment).
 - b. Thank-you message provides the link to MD HQ scheduling page for Initial Consult.
 - c. Proceed to **NP Onboarding Schedule Initial Consult**.
3. Admin staff processes patient's registration form. (Reference **NP Onboarding Process Registration Forms**)