



## New Patient Checklist

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### Completed Intake Form

All new patients are sent an invitation email from Charm Health Records to create their unique patient portal account. From this email, you will be prompted to create a username and password for Charm. Once you login, you may complete your intake forms. Call us if you did not receive a Charm invitation email.

### Plan to Arrive on Time for Your Appointment

Most patient visits begin on time as we have scheduled your appointment specifically for you. To reduce waiting, please complete your intake forms online.

### Parking

Parking is available in the Caras Park parking lot behind our building or along Front Street. Alternatively, there is a public pay-for-parking garage on East Front Street near the Trailhead/Holiday Inn. Your 1st hour is free.

### Don't Go Upstairs

When you enter our building (from Front Street), **don't go upstairs**. We are located on main level. You'll see our signs pointing the way down the long winding hallway to Suite 201.

### Bring Lab or Imaging Reports

If you have notes, labs or imaging reports from previous doctors visits that you feel might help us in treating you, please bring them to your first appointment.

### Payment is Expected at the Time of Service

We accept cash, personal check, money order and all major credit cards. Please know your copay/coinsurance if applicable.

**Dr. Jeffrey Friess & Dr. Teresita Martinez**

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