



In accordance with public health guidelines, as of March 16<sup>th</sup>, NW Asthma & Allergy Center is temporarily transitioning all patient visits (new patient/recheck/sick visits) in Western WA to telemedicine (Telemed) encounters. Skin testing & oral challenges in our clinics will be limited & are subject to your allergist's discretion.

**PRIOR to your Telemed appointment, we require receipt of completed forms & a copy of your current insurance card. \* If we do not have a current copy of your insurance card at the time of scheduling your appointment, we request a credit card on-file which will only be charged after the appointment if a copy of your insurance card is still not received. Furthermore, if we do not receive requested forms at least 30 min prior to your appointment, we may need to reschedule your appointment.\***

If you do not have a smart phone, tablet, or computer/laptop, please contact the office during business hours, so other arrangements can be made. Telemed appointments *require one of these devices* as well as a strong, reliable *Wi-Fi connection & a webcam*. We will also need your *e-mail address*. A private & quiet place is optimal for the Telemed appointment, & you should not be driving.

### **WHAT TO DO**

Print & complete forms by going to <https://www.nwasthma.com/new-patients/forms/>

#### **For NEW PATIENTS:**

- If the patient is 18 years or older, print & complete a “**NP Packet- for ADULTS**”
- If the patient is UNDER 18 years of age, print & complete “**NP Packet- for MINORS**”
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#### **For ESTABLISHED PATIENTS** (seen at our office within last 3 yrs)

- Print & complete “**Northwest Asthma & Allergy Center’s Financial Policy.**”
- If the patient is 18 years old or older, print & complete “**Consent to Discuss (Adults).**”
- If the patient is UNDER 18 years of age, click & complete “**Consent to Treat (Minors).**”

#### **For both NEW & ESTABLISHED PATIENTS:**

- Return forms to [forms@nwasthma.com](mailto:forms@nwasthma.com) or fax to 206-523-0724.  
\*Please save forms as a *PDF* file & send as an attachment. Photos are illegible. You may use a free scanning app, such as Adobe Scan to create PDFs using your smart device or computer.\*
- Make a copy of the front & back of your current insurance card & send it to [forms@nwasthma.com](mailto:forms@nwasthma.com)
- When emailing forms, be sure to state on the subject line the **LOCATION** you were going to be seen in & the legal **FIRST & LAST NAME** of the patient.
- “Official” digital signatures are ok; otherwise signatures should be handwritten.
- PRINTED, TYPED NAMES ARE NOT ACCEPTABLE.

Thank you for your cooperation in helping to keep our communities as safe & healthy as possible. Once we have received the necessary information, you will receive an evite from NW Asthma Telehealth with your Telemed appointment time & will need to download the Zoom app. **Please accept the evite as soon you receive it, so that it confirms your appointment.** If you do not receive it at least 2 hrs prior to your appointment, please call our office.