

Wellness Partners Hawaii, Inc.

Pre-Registration



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ABOUT YOUR VISIT

- Wellness Partners Hawaii, Inc. is a benzodiazepine (Ativan, Xanax, Valium, etc.) free clinic and it is our policy not to prescribe them.
- Unless specified as in-person, all appointments are telehealth visits. Our clinicians will perform the initial evaluation and subsequent follow-ups over the web.
- Should you need medication management, a second visit will be required to see our prescriber. Depending on the diagnosis, you may or may not need an in-person visit.
- You are required to have your own scale and blood pressure cuff for online medication management visits. Please have your most recent readings available for your medication management appointment.

TELEHEALTH PLATFORM

- We use Zoom for all telehealth visits. It is a secure video conferencing app that meets HIPAA requirements. The apps are available on:
<https://zoom.us/download>

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PATIENT PORTAL

Before we may confirm your appointment time, please follow the below instructions to complete your Pre-Registration process with Wellness Partners Hawaii, Inc.

You will receive a separate email with a patient portal activation link and user name coming from <DoNotReply.InSync@insynchcs.com> with the subject "Wellness Partners Hawaii, Inc welcomes you to the Patient Portal."

(The activation link expires in 72 hours)

Once directed to the patient portal, you will be prompted to verify your DOB and phone number on record and establish a password.

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PAPERWORK

In the patient portal, please complete the following:

- My Profile - Primary info and Insurance Details
- Intake Forms / Documents - please fill out the forms assigned to you. This may include the following:
 - Treatment and Email Consent Forms
 - Notice of Privacy Practices
 - Recurring Credit Card Payment Authorization
 - Release of Health Information Form

Use the **"save"** button on the bottom left corner of each form to save your progress, should you need to return to it at a later time. Click on the **"submit"** button at the very bottom of the screen to send the forms back to Wellness Partners Hawaii, Inc.

Forms are also available on our website:

<https://www.wellnesspartnershawaii.com/patient-resources>

Should you choose to download the forms from our website they must be completely filled, digitally signed (typed in name will not be accepted) and emailed back to:
info@wellnesspartnershawaii.com.

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INSURANCE CARD & ID

Please email info@wellnesspartnershawaii.com /message us the following:

- Copy of your insurance card (front and back). If the insurance subscriber is someone other than yourself, please also send me their name, DOB and your relationship to the subscriber for insurance billing purposes.
- Copy of your government issued ID