



Dear Patient:

Thank you for scheduling your annual appointment with Anchorage Women's Clinic.

There are a few things we will need for your upcoming appointment:

- Completed annual forms (enclosed). Completing these in advance will allow for a faster check-in process
- Photo ID
- Current insurance card

To ensure the same level of personalized care is provided to all our patients, we request that you arrive 10 minutes prior to your appointment. This allows time for the review of any paperwork or visit-related information prior to being seen by a provider, as well as the taking of a photo at check-in to add to your medical record. Late arrival may result in a rescheduling of your appointment.

Anchorage Women's Clinic files insurance claims for most primary insurances as a courtesy to our patients. Please note that we no longer accept Tricare, ChampusVA or VA. We recommend that you review your insurance coverage prior to your appointment (we cannot guarantee payment coverage by your insurance). Payments for co-pays or deductibles are expected at time of service.

We do not pre-order annual screening labs before your appointment; your provider will determine what lab work is required during your appointment. However, if you are anticipating that you will need annual lab work and would like this drawn on the day of your appointment, please do not eat or drink anything other than water twelve hours before your scheduled appointment.

We do our best to ensure that all charges are to the front desk upon the time of check out. However, there may be cases where follow-up testing is required if the primary test result is abnormal (e.g. for an abnormal pap smear result). In instances such as this, you may receive an additional charge after your visit.

Please be advised that if you discuss additional topics with your provider that are considered outside of a routine, preventative annual exam, you may be charged an additional fee. If you have other healthcare concerns which need to be addressed before your annual appointment, please call our office at 561-7111 and we will be happy to schedule a separate appointment at your earliest convenience.

We look forward to seeing you,

The Physicians and Staff of Anchorage Women's Clinic

www.anchoragewomensclinic.com

3260 Providence Drive Suite 425, Anchorage, Alaska 99508 Phone 907.561.7111 Fax 907.770.7891