

Firstly Welcome to San Marcos Orthopedics.

- For **New Patients** we do require you complete a Medical Form Packet prior to seeing the Doctor.
- These are listed in patient resources per the Doctor you will be seeing.
- To save time, you can download the Medical Form Packet and input the information required. This is a PDF file and will require a PDF application such as Adobe to enter the information.
- Once the information has been completed, save it your computer.
- You can click on this secure link that is HIPPA (Health Insurance Portability And Accountability Act) compliant.
- <https://sendsafe.to/sanmarcosorthopedics@gmail.com>
- It will prompt you to enter 5 numbs for security purposes
- You should then see a secure email screen like this

The screenshot shows a web-based email composition interface. At the top, there is a dark navigation bar with the MailHippo logo, 'Messages', 'Settings', 'Storage', and 'Messages' sections. The user's email address, 'sanmarcosorthopedics@gmail.com', is displayed in the top right corner. Below the navigation bar, there are 'Close' and 'Send' buttons. The main content area is titled 'San Marcos Orthopedics' and 'Secure Email Transmittal Portal'. It includes instructions: 'Use this form to send a secure encrypted email to Graham Hamilton at sanmarcosorthopedics@gmail.com.' The form fields are: 'From:' (empty), 'To:' (sanmarcosorthopedics@gmail.com), 'Subject:' (empty), and 'Add Attachment (50MB max):' (Attach button). A note below the subject field states: 'Note: Subject is not encrypted and sent as plain text. Do not include ePHI in Subject field.' At the bottom, there is a rich text editor toolbar with options for bold, italic, underline, strikethrough, text color, background color, font family, font size, list, link, unlink, and code.

- You can securely attach and send your PDF file this way
- When you come for your appointments, please remember to bring the following
 - Drivers License or a valid ID
 - Insurance information
 - Referral Letter (if required)
 - Reports, X-rays, MRIs, CT scans etc and any other relevant information
 - List of medications (if any)

To cancel an appointment

Telephone the office during business hours and allow at least 1 days' notice so that we can offer your appointment time to patients on our waiting list.

We recognize that your time is valuable, and we make every effort to run on time, Occasionally emergencies or patients require a little more time, and these cause scheduling delays beyond our control. We apologize if we keep you waiting.