

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 the MailHippo web interface. At the top is a dark navigation bar with the MailHippo logo, 'Messages', 'Settings', 'Storage' (with a progress bar), and 'Messages' (with a progress bar). On the right of the bar is a user profile for 'sanmarcosorthopedics@gmail.com'. Below the navigation bar is a light gray header area with a 'Close' button and a green 'Send' button. The main content area is titled 'San Marcos Orthopedics' and 'Secure Email Transmittal Portal'. It includes a note: 'Use this form to send a secure encrypted email to Graham Hamilton at sanmarcosorthopedics@gmail.com.' The form has fields for 'From:', 'To:' (with a dropdown menu showing 'sanmarcosorthopedics@gmail.com'), 'Subject:', and 'Add Attachment (50MB max):' with an 'Attach' button. Below the form is a rich text editor toolbar with options for bold, italic, underline, strikethrough, bulleted list, numbered list, indent, font family, font size, link, unlink, code, and table. The editor area is currently empty.

- 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.