



6370 SW Borland Road Suite 100

Tualatin, OR 97062

Phone: 503-218-1105

## Welcome!

On behalf of the entire staff, we welcome you and look forward to your upcoming visit at South Portland Surgical Center. Our staff is dedicated to providing individualized, high quality medical care in a confidential, caring, and respectful environment.

We have enclosed the following documents for you to complete and bring with you to your appointment:

- South Portland Surgical Center Brochure
- Registration Form
- Financial/Billing Policy
- Pre-Anesthesia Questionnaire
- Deep Vein Thrombosis (DVT) Risk Assessment
- Patient Medication Reconciliation

Please help us better serve you and make your admission process as easy as possible by reading all of the enclosed forms and completing all enclosed forms before you arrive at our facility. Please remember to complete the Patient Medication Reconciliation form in its entirety, including dose, frequency, date/time last taken, route and the purpose for use.

Your doctor's office will contact you to confirm your appointment date and time. Please be mindful your appointment time can be subject to change for a variety of reasons. If you have not heard from your doctor's office 24 hours prior, please call their office to confirm there have been no changes.

You will receive a call from a nurse at our facility 24-48 hours prior to your appointment to review your medical history. We recommend having your registration forms completed prior to that call to expedite the process.

**Financial Information:** We accept most major insurance plans. We also match in-network benefits for those who are insured with companies we are not currently contracted with. If you have any further questions in regards to your financial responsibilities, our business office staff will be happy to assist you.

For assistance with the doctor's fees please contact their office. For questions regarding the anesthesiologist fees please contact OAG at 503-299-9906.

We hope you will find the care you receive at South Portland Surgical Center a pleasant experience. The staff is grateful to care for you or your family member and hope for a smooth and speedy recovery.

Sincerely,

The Physicians and Staff of South Portland Surgical Center

---