



## Online Patient Pre-Registration

***Thank you for choosing the Valley Ambulatory Surgery Center for your upcoming surgery or procedure.***

To start the pre-operative assessment process, Valley Ambulatory Surgery Center requests you complete your medical history online with One Medical Passport.

We recommend you enter your medical history online as soon as your surgery has been scheduled. Once you do this, one of our pre-operative nurses will be able to access the information you entered online. This information will assist the nurse in organizing and documenting your complete medical history to prepare for your surgery. Please provide us with the best phone number to reach you when registering with One Medical Passport, this will ensure that your pre-operative nurse is able to contact you with any questions regarding your health history.

Be sure to have the following information available before starting One Medical Passport:

- Your health insurance information.
- The names, addresses and phone numbers of your physicians.
- A list of all medications you are taking, their dosage and frequency.
- A list of your past surgical procedures, if applicable.
- The name of the surgeon who will be performing your procedure.

Completing a One Medical Passport medical history online is easy. For most patients, filling out the entire questionnaire takes less than 30 minutes. Please fill out the questionnaire accurately, and be assured that all of your information is kept confidential and will be thoroughly reviewed by your medical team. At any time, you can quit filling out the questionnaire and come back and complete the unfinished portion at a more convenient time. Please note that patients without a completed One Medical Passport may be asked to arrive an additional hour in advance than previously requested, and may experience additional delays or have their procedure postponed. This Pre-Registration tool will save you time on the day of your procedure. In addition, this application allows your providers to access this information with the necessary amount of time needed to have additional diagnostic lab work ordered and completed, or make changes to your medication.

One Medical Passport is a website that allows you to enter your information at any time from anywhere. You can also print out a copy of your medical history after you create it online and keep it with you or with your other health care documents, as well as have access to it online anytime you need it or want to update it. You will be asked to create your own personal username and a password for future use when returning to this website to update or reuse your medical history information. This username and password will be for your unique individual use to further secure your medical information.

**Information Security:** One Medical Passport uses the highest grade of Internet security available: 128 bit encryption with SSL (secure socket layer) technology. Your information is stored on servers at a secure webhosting site and will only be released to your medical team. Your information is never released to anyone other than your medical team.



## Online Pre-Registration Instructions

We recommend that you enter your medical history online as soon as your surgery has been scheduled. Once you do this, our nursing staff will be able to access the information you entered online. This is a secure website shared only with your treatment team and returning patients will be able to update any existing information at any time. This information will assist nursing staff in organizing and documenting your complete medical history to prepare for your surgery.

### To Begin:

1. Go to our website: **www.valleyambulatory.com**
2. Select the **"Pre-Register"** icon on the middle of the main page
3. Once the One Medical Passport page loads, select **"Register"** in the green box
4. Complete the registration and medical history screens, then select **"Finish"** to submit your Medical Passport to the Surgery Center

Be sure to have the following information available before starting your Medical Passport:

- ✓ Your health insurance information
- ✓ The names, addresses, and phone numbers of your physicians
- ✓ A list of all medications you are taking, their dosage and frequency
- ✓ A list of surgical procedures you have ever had and their approximate dates



### Note:

*If you are not able to complete your history online, one of your Pre-Operative nurses will contact you the day before your surgery to complete the information by phone. Please have all of the above information available when they call.*