

From: [REDACTED] <[REDACTED]>

To: "[REDACTED]" <[REDACTED]>

Subject: [REDACTED]

Date: Mon, 09 Jul 2018 17:05:57 +0000

Attachments: [REDACTED].pdf

Inline-Images: image001.png

Good Afternoon,

You have been scheduled to see [REDACTED] on Wednesday July 11th at 9:00am. The address is [REDACTED]
[REDACTED] New York, NY 10016.

Attached is the new patient paperwork as well as informational forms to further explain the Notice of Privacy Practices, and the HIE Factsheet. The completed paperwork can be faxed to [REDACTED] or emailed to [REDACTED]. The forms should be completed in their entirety prior to your visit with us. This will enable your appointment to proceed most efficiently. Please take the time to review this information and let us know if you have any questions.

A Few Reminders:

- Please bring your insurance card and photo ID.
- Please arrive 15 minutes before your appointment time.
- If your insurance has a copay, coinsurance, or deductible, please be prepared to pay it on the date of service. Also, if your insurance requires a referral, it is your responsibility to obtain one and provide it before your office visit to ensure insurance coverage for your visit.
- Personal checks exceeding \$1,000 and CareCredit are not accepted as forms of payment.

Please note that we do have a cancellation/rescheduling policy that requires you to provide us with a 24 hour (1 business day) notice for any changes to your existing appointment. Should you wish to make any changes to your existing appointment, please call our office at [REDACTED]. Failure to notify us in time may result in a cancellation fee being accessed to your account.

Please also be on the lookout for a separate email prompting you to activate your MyChart account with us. It will come from mychart.donotreply@nyumc.org and the activation link enclosed will only be valid for 24 hours. MyChart at NYU Langone allows you to securely send messages to our office, view your test results, request renewals for your existing prescriptions, view/cancel appointments, and more! It also has a downloadable app for Android and iPhone. Should the link expire, below are instructions enabling you to securely create your online medical record. We do require that you check in online and verify/update your

demographics as well as your medical history prior to coming in for your appointment. Once we see that you are active, we will send you a message for you to reply ensuring complete activation.

How Do I Sign Up?

1. In your Internet browser, go to <http://nyulmc.org/mychart-activation>
2. Complete the MyChart Account Verification Form and click Submit.
3. An activation link will be sent to the e-mail we have on file.
4. Open the e-mail you receive from [REDACTED] with subject: NYU Langone Account Activation.
5. Click the link in the email (MyChart at NYU Langone).
6. Verify your date of birth and e-mail on file with NYU.
7. Create a MyChart at NYU Langone Username. This will be your MyChart at NYU Langone login ID and cannot be changed, so think of one that is secure and easy to remember.
8. Create a MyChart at NYU Langone Password. You can change your password at any time.
9. Enter your Security Question and Answer. This can be used at a later time if you forget your password.
10. Click Submit.
11. Your account will be created. You will also receive a confirmation e-mail.

Additional Information

If you have questions, please call [REDACTED] to talk to our MyChart at NYU Langone staff. Remember, MyChart at NYU Langone is NOT to be used for urgent needs. For medical emergencies, dial **911**.

[REDACTED]
Front Desk Supervisor

NYU Faculty Group Practice
[REDACTED]

[REDACTED] New York, NY 10016

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CONFIDENTIALITY NOTICE: This message is for the sole use of the intended recipient(s) and may contain confidential, proprietary, and/or protected health information. Under the Federal Law (HIPAA) or other confidentiality protections, the intended recipient is obligated to keep this information secure and confidential, and may only use or disclose it in a manner permitted under HIPAA or other protections. If you are not a designated recipient, you may not review, copy, or distribute this message. If you receive this in error, please notify the sender by reply e-mail and delete this message. Thank you.



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