

How to Save and Upload New Patient Paperwork



Note: The steps below are shown using the Google Chrome web browser and Windows 10 Operating System. Other browsers and Operating Systems, such as Safari, Firefox, or Microsoft Edge may have different options or appearances.

1. Double click on the "2020 New Patient Packet" attachment in your email to open the New Patient Paperwork.
2. Fill out the paperwork as needed.
3. When finished, click print, choose 'Save as PDF' and click Save.

2020 New Patient Packet.pdf 2 / 10

ACCT# _____ For office use only.

Ironwood Physicians, PC **PATIENT DEMOGRAPHIC INFORMATION**

PATIENT INFORMATION

NAME : _____ DOB: _____ MARITAL STATUS: _____
ADDRESS: _____ CITY/ZIP: _____
SOCIAL SECURITY: _____ IS ARIZONA YOUR PERMANENT RESIDENCE? No
SECONDARY ADDRESS (IF APPLICABLE)
ADDRESS: _____ CITY/ZIP: _____

CONTACT INFORMATION - Check preferred method of contact

HOME: _____ OK TO LEAVE A DETAILED VOICEMAIL? No
CELL: _____ ARE YOU CURRENTLY WORKING? No
OTHER: _____ DISABLED? No RETIRED? No
EMAIL: _____ IS YOUR SPOUSE CURRENTLY WORKING? No

EMERGENCY CONTACT: _____ **PHONE:** _____
PRIMARY CARE PHYSICIAN: _____ **PHONE:** _____
REFERRING PHYSICIAN: _____ **PHONE:** _____

RESPONSIBLE PARTY - Other than the patient

NAME: _____ RELATIONSHIP: _____ PHONE: _____
ADDRESS: _____ CITY/ZIP: _____

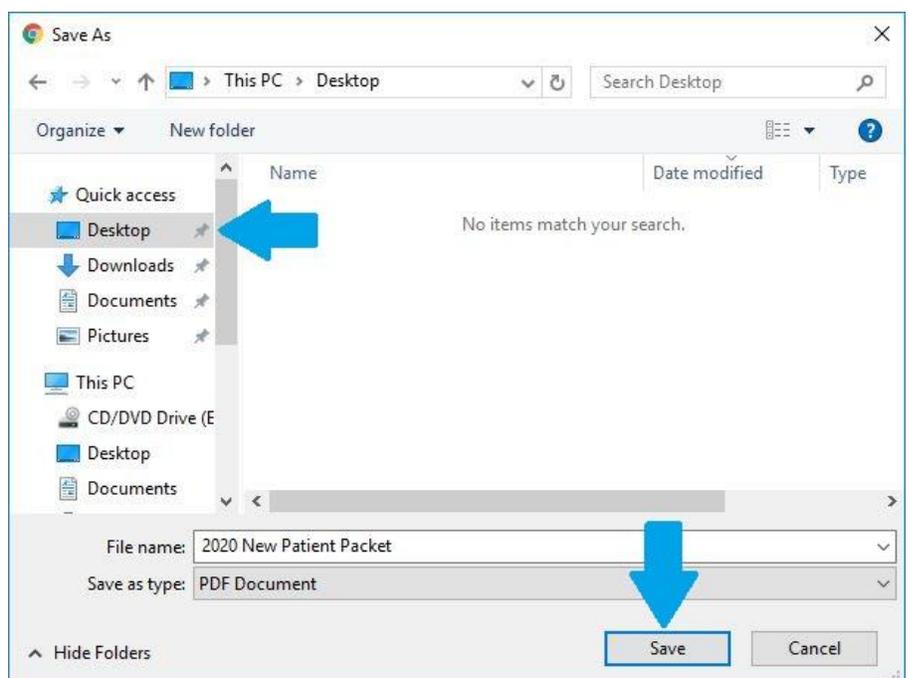
EMPLOYMENT INFORMATION Person responsible for payment

EMPLOYER NAME: _____ EMPLOYER PHONE: _____
EMPLOYER ADDRESS: _____ CITY/ZIP: _____

INSURANCE INFORMATION

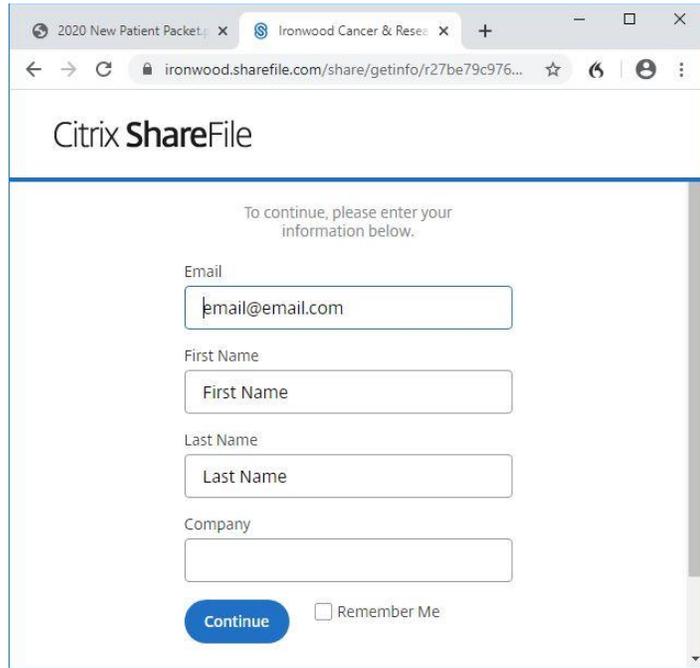
PRIMARY INSURANCE: _____ PHONE: _____

4. The 'Save As' window will open. Choose a location for the file, such as Desktop, and click Save at the bottom.

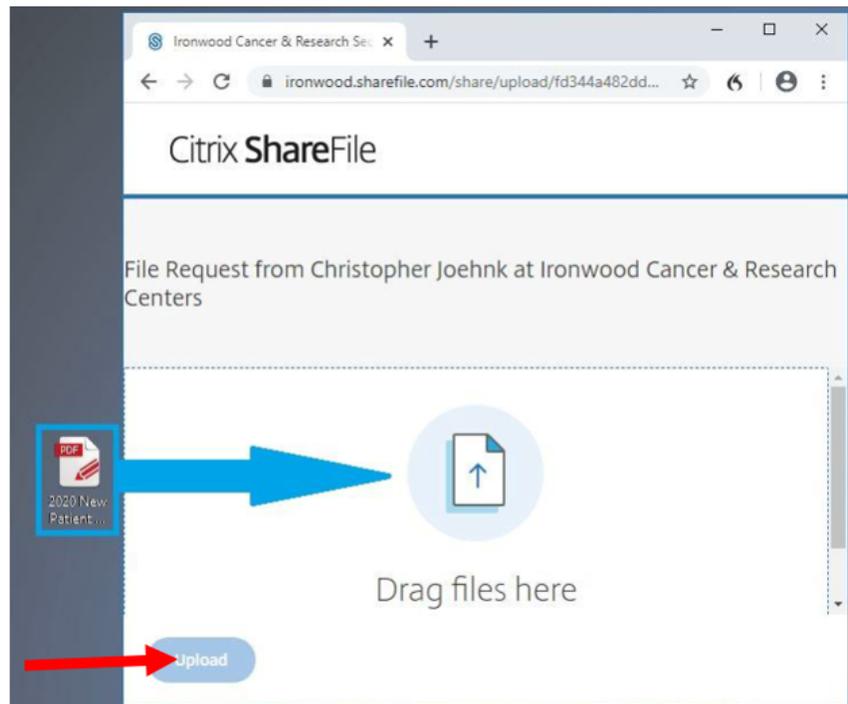


5. The email you received includes a link that reads "Click here to upload files". Click the link to go to Ironwood's secure upload page.

6. Enter your email, first and last name. A company name is not required. Click 'Continue'.



7. Drag the completed file from where it was saved (Desktop, in this example) and drop it into the 'Drag files here' area of the upload page, and click Upload.



8. You'll see 'Uploaded' in green next to your file once it has been successfully uploaded.

