



**IMPORTANT PLEASE READ:**

**TO PREVENT YOUR APPOINTMENT FROM BEING CANCELED, PLEASE PRE-REGISTER FOR YOUR APPOINTMENT BY FOLLOWING THE INSTRUCTIONS BELOW. ONLY 4 STEPS AND SAVES TIME IN OFFICE!**

*Pre-Registration is simple and takes an average of 10-15 minutes to complete in the comfort of your home! Save time in the office, you do not have the hassle of bringing documents or medication lists. Pre-register today!*

We are dedicated to our mission, to provide excellent patient care in a friendly environment. We hope you will find our warm and welcoming atmosphere as a sigh of relief during these times. Boise is a great community, and we remain loyal to care for you!

Please do not come into our office if you are sick. We are happy to reschedule your appointment.

If you need to cancel or reschedule your appointment, please call us at (208)939-2939 and we will do our best to accommodate you.

Dear «Person\_First\_Name» «Person\_Last\_Name»,

We look forward to seeing you on «Person\_Next\_Appt\_Date» at «Person\_Next\_Appt\_ArrivalTime»\*!

Please note that if this is a pre-surgical consultation, your appointment can be up to 2 hours long, depending on tests needed.

Per government mandate, pre-registration must be completed before your appointment. Note the following before you click the link:

### TO REGISTER

#### Step 1:

- Create a unique Username and Password
- Enter your first and last name: «Person\_First\_Name»  
«Person\_Last\_Name»
- Enter ZIP Code «Person\_ZipCode» and DATE OF BIRTH  
«Person\_Birth\_Date».

*Your First Name, Last Name, Zip Code and Date of Birth must match the information provided to the practice when you scheduled your appointment.*

- Enter Your security code – Which is: «Person\_Patient\_Security\_Code»
- Check the Terms and Conditions Checkbox
- Click Create Account

## Step 2:

Select the Question 1 – Question 3 Security questions and the related answers to your questions.

*Click Continue*

## SUBMIT YOUR ONLINE MEDICAL HISTORY

## Step 3:

### Mobile Instructions:

Please go to the top of the page and find three lines for the menu, click on 'mychart' and 'Forms' and click 'Go'. Please fill out each section; if the section is gray, you DO NOT need to fill it out. Click 'next' after each page until you find yourself on page 8, that is where you will hit 'finalize & submit'. **IF YOU DO NOT HIT SUBMIT, YOUR ONLINE HISTORY WILL NOT BE SAVED.**

### Desktop Instructions:

Please go to the top of the page under 'myChart' and find 'Forms' and click 'Go'. Please fill out each section; if the section is gray, you DO NOT need to fill it out. Click 'next' after each page until you find yourself on page 8, that is where you will hit 'finalize & submit'. **IF YOU DO NOT HIT SUBMIT, YOUR ONLINE HISTORY WILL NOT BE SAVED.**

#### Step 4:

Once your documents are completed, *please send us a secure message informing us that your documents are ready by finding 'my messages' on the top of the page. Thank you for pre-registering!*

*Thank you again and we look forward to seeing you at your appointment on «Person\_Next\_Appt\_Date» at «Person\_Next\_Appt\_ArrivalTime». \**

*\*Please note that this is your arrival time to pre-register. Your appointment with Alan McInnes, M.D. is at «Person\_Next\_Appt\_StartTime». Failure to arrive at your arrival time can result in your appointment being re-scheduled.*

MyPatientVisit Link: Click on the link below to start the registration process:

«Person\_MPV\_Create\_Account\_Url\_Default»

#### NEED MORE HELP? TRY THESE TIPS.

1. **Don't see your medical record?** Click on the link "Don't see the practice you're looking for?" and enter our unique practice ID: «Person\_MPV\_Portal\_Id\_Default»
2. **Your first name** – James not Jimmy; William not Bill? – What name did you give the office when you called?

3. **Security Code?** Your unique security code is  
«Person\_Patient\_Security\_Code»
4. **Still need assistance?** Call 208-939-2939 to speak with a front office staff member.

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## ETIQUETTE AND CANCELLATION POLICY

We are glad to have you as our patient, and we want to provide you with a safe and relaxed environment.

### Children in the office:

Due to the nature of our surgical office, we ask that children do not attend your consultation or surgery.

### Cancellation policy:

So we can serve as many patients as possible, we ask for ample time if you need to cancel or reschedule your appointment for any reason. A cancellation fee of \$50 will be assessed for appointments canceled less than 48 business hours prior to your appointment. A fee of \$200 will be assessed for surgeries canceled less than 10 days prior to the scheduled surgery date.

## WEBSITE FOR MORE RESOURCES

<https://www.aestheticeyepc.com/>

## COSMETIC ENHANCEMENTS AVAILABLE

If you are interested in our cosmetic services, please feel free to visit our website to be well informed of your options!

Many insurance covered procedures can be augmented with cosmetic enhancements for optimal results and less down time.



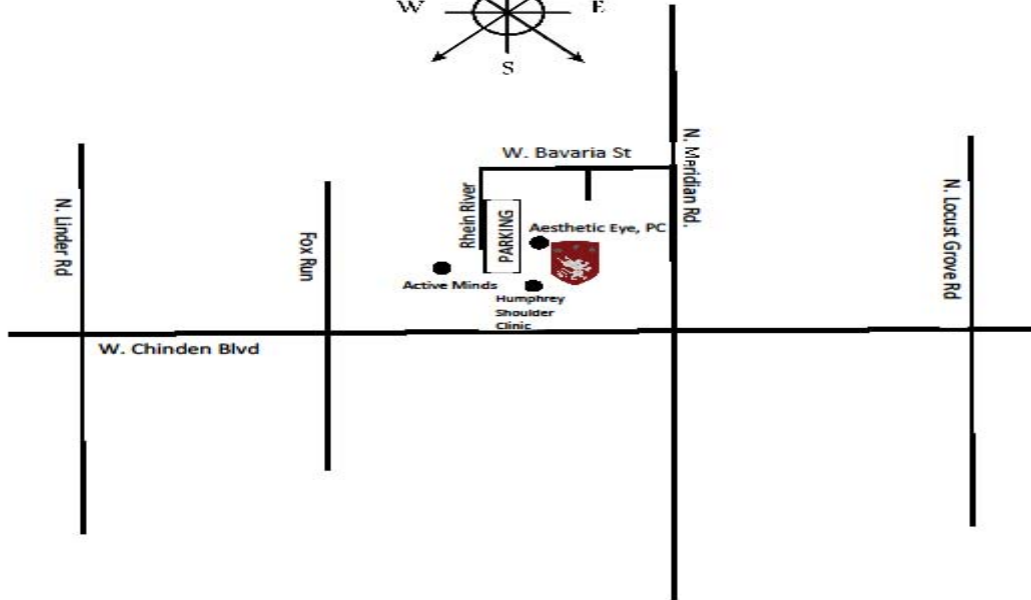
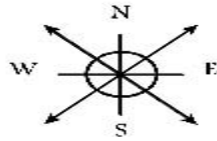
*Bilateral Lower Lid Blepharoplasty. Individual results will vary. Photo for information only.*

*Please rest assured that all information provided is kept confidential, secure, and HIPAA compliant.*

*Please call the office at 208-939-2939 if you have any questions.*



# MAP





## DIRECTIONS

3357 W Bavaria Street  
Eagle, ID 83616  
Office (208) 939-2939

### **Heading E on Chinden Blvd**

Continue on W Chinden Blvd  
(Pass through the light at N Linder Rd and  
then past Fox Run)  
Turn N on N Meridian Rd  
Turn W on W. Bavaria St  
Turn S on Rhein River (second Entrance  
into parking lot)  
Destination will be on your left  
(Slate blue building)

### **Heading W on Chinden Blvd**

Continue on W Chinden Blvd  
(Pass through S Eagle Rd and then past N Locust Grove  
Rd)  
Turn N on N Meridian Rd  
Turn W on W. Bavaria St  
Turn S on Rhein River (second Entrance into  
parking lot)  
Destination will be on your left  
(Slate blue building)

### **Heading N on Meridian Rd**

Continue on N Meridian Rd  
Cross through W Chinden Blvd  
Turn West onto W. Bavaria St (first  
Left after the light)  
Turn S on Rhein River (second  
Entrance into parking lot)  
Destination will be on your left  
(Slate blue building)

#### \*CONFIDENTIALITY DISCLAIMER\*

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