



Welcome to Empower Family Medicine!

Empower Family Medicine is a membership based, direct primary care service. We provide personalized comprehensive primary care for practice members for an affordable monthly membership fee of \$75. You can read more about our practice online at: empowerdecat.com. Below you will find a short new member checklist followed by more detailed instructions to help you get started. We recommend coming for an initial visit to meet our staff and review office policies before enrolling.

New Member Checklist:

- Request medical records from past providers & copy your advance directives.
- [Schedule initial visit](#) online, paid via PayPal.
- Check your email for an invitation to our Practice Fusion electronic medical record.
- Create a portal user name and password, then enter your health history into [Practice Fusion](#).
- Meet us at your initial visit, ask any questions related to [office policies](#) and communication
- Complete Medicare Agreement, Authorization to Release Information & Medicare Opt Out Forms
- [Authorize Subscription and Automatic Billing](#) via PayPal for your membership fees.
- Check your email for an invitation to create user name and password to the EFM website. Now you can [schedule your appointments](#) as needed.
- “Like” Empower Family Medicine on [Facebook](#) and Twitter ([empowerdecat](#)) for general news and announcements.

1.) Please review the Empower Family Medicine [website](#) and “[Frequently Asked Questions](#)” which lists our office policies. There is a page for [prospective members](#) with these instructions for how to get started. You may also wish to review the page for [current members](#) which reviews how to communicate with my office, and some guidelines for use of clinic, urgent care or hospital services when needed.

2.) Prior to scheduling, please request a copy of your medical records be sent to our office for review. You can print the form “Authorization to Release Healthcare Information”, complete, and forward it to your current care providers such as primary care, specialist or hospital providers to transfer a copy of your medical record to us.

3.) Next, [schedule an initial visit](#) with me for a history and physical, and to review our membership agreement and practice policies together.

4.) Once you have scheduled, you can enroll in the Practice Fusion Electronic Medical Record and [patient portal](#). Look for an email with a pin number for you to setup your Practice Fusion account. You can enter your medical history into Practice Fusion prior to your appointment.

5.) Prior to your initial visit, please review three sets of forms:

- Member Agreement, Privacy Policies & Consent Form
- Medicare Opt Out Agreement (if you are Medicare eligible)
- Authorization to Release Healthcare Information

These forms are attached for you here. They may be pre-completed, printed at your home, then signed/dated at the initial visit or thereafter once you have decided to sign up for membership.

For HCPOAs and Membership Sponsors:

If you are serving as someone's healthcare power of attorney and wish to enroll that person for care, you will need to submit a copy of their advance directive indicating you as HCPOA. Where forms indicate signature of the Patient Member, please sign their name then "by [your name] followed by "HCPOA." For example, sign 'Jane Smith, by Judy Smith HCPOA.'

If someone other than the patient is responsible for payment of membership and associated charges, that person is designated as the Principal Member. The Principal Member may be a family member, someone advocating for the patient member by covering the membership cost, or an employer. Principal Members should also sign where indicated on page 5 of the Member Agreement.

6.) Remember at your initial visit to

- a.) Bring your insurance cards to verify id numbers. Although we do not bill insurance, this information is needed for any lab, radiology or specialist referrals.
- b.) Bring a copy of your advance directives.
- c.) Bring any medical records you have at home, and all your pill bottles.

7.) Payment by PayPal

Once you have seen Dr. Black for an initial visit and decided to enroll in membership, you can set up automatic deduction from your credit or bank debit account via the PayPal "[Subscribe](#)" link. Within PayPal, you can also approve [Automatic Billing](#). This gives permission for us to bill you via PayPal account if we perform an office procedure such as phlebotomy for lab work, skin procedures etc.

8.) Log In for Website

After you have submitted enrollment forms and we receive confirmation from PayPal for your membership subscription, you will receive a follow up email so that you can log in to the EFM website. [Log In to the EFM website](#) to self-schedule your appointment directly in to any open time slot. If no slot is available there, you can also call for an appointment.

9.) Electronic Communication & Media

Please review our member agreement carefully regarding the use of electronic communications.

SECURED: Communicating your healthcare needs can be done through **secured** means (encrypted email or patient portal). This allows your information to be protected from individuals seeking to acquire private information with mal-intent. It also takes longer to communicate this way, because it requires people to sit at a computer work station and log in to encrypted software, and requires the use of printing and faxing information at times.

UNSECURED: At EFM, a non-insurance based provider of membership care, you also have the option of using **unsecured** communication. This allows you to be able to email your provider directly, and allows information to be transmitted through temporary file servers (Dropbox, Google,

Apple etc.) to you or individuals on your care team (home health nurse, specialists, hospitalists etc.) This route of communication is faster, and easy to facilitate via mobile devices (ipad, cell phone) when your provider is not in their office at a workstation. It is also less secure, meaning easier for others to intercept, either accidentally (by a wrong email address) or intentionally (i.e. "hackers.")

In the Privacy Policies and Consent Forms, you can select what forms of communication you authorize to be used.

If you use social media (facebook, twitter) you can also "like" Empower Family Medicine to quickly receive general news and announcements from our practice.

Thank you for choosing Empower Family Medicine! Watch our website for upcoming resources, including a lending library and video blog on ways to be an empowered patient, and get the most from your healthcare.