

Patient Registration Guide

Physician Name: _____ Procedure Date: _____

In order to provide you with excellent care and minimize long phone interviews and paperwork, **Glenwood Surgery Center** asks that you complete a Medical Passport, an online registration form that allows patients to provide complete, accurate medical information to their healthcare team in order to provide a safe and optimal patient-care experience. *You may also receive a phone call, email, or text from One Medical Passport directing you to complete your medical history.*

How to Complete Your Medical Passport Online

Start on the homepage: www.glenwoodsurgerycenter.com

Then click the **How to Pre-Register** link to go to the Medical Passport registration page.

First Time Users Only:

Click the green **'Register'** button to create a Medical Passport. Choose the state and location at which your procedure is scheduled.

Answer the questions on each page, then click **'Save & Continue.'** Once complete, click **'Finish'** to submit your information to us. The information you provide is kept on a secure site, is password protected by you, and is never shared with anyone other than your healthcare team.



Returning Users Only:

If you've previously created a Medical Passport and are having another procedure at the same or a different surgical facility, you will need to verify and/or update your information. Enter your original username and password in the 'Welcome Back' area and click **'Sign In.'**

Note the username and password you select:

Username: _____ Password: _____

Need Help Completing a Medical Passport?

Each page has a **Help** link you may click for assistance. If you are unable to complete your medical history online, a pre-admission nurse from our facility will contact you by phone close to the date of your procedure to complete your history with you.



Please Note:

Questions regarding arrival/procedure time, billing/co-pays, pre-procedure instructions or medical concerns/test results must be directed to your physician's office or the facility directly.