



How to Check in for Your Infusion Appointments

Dear 8-Southeast Infusion Patient,

Your clinical care and finance teams are working together to get authorization from your insurance company for the infusion therapy services your health care provider has ordered.

As part of our process, each time you come for an infusion visit, we must:

- Make sure that we have your most current and accurate insurance information in our records
- Check that the authorization process is in place

To help with this process, we ask that you check in with Admitting **before** each infusion visit. Admitting is on the 3rd floor (main level) of the hospital, behind the Information Desk. (Please see the map on the back of this page.)

When You Arrive

- **Arrive at Admitting 15 minutes before your scheduled appointment time on 8-Southeast.** This will allow time for the check-in process.
- Please have your **photo ID** and **health insurance card** ready to show to Admitting staff.
- At this time, you may also get your parking ticket validated.
- After you check in, please go to 8-Southeast. Take the Cascade elevators to the 8th floor. The elevators are to the left of the Information Desk.

At UWMC, we are committed to serving your needs. We look forward to providing excellent service every time you visit us.

If you have any questions about the information in this handout, please call either your referring provider's office or the UWMC Admitting/Financial Counseling office at **206-598-4310**.



At UWMC, we are committed to providing excellent service.

