

ASK INSURANCE QUESTION

Note: Our Insurance Dept. will respond to your request within 3 business days

1. Log into your patient portal account.
2. Click on 'My Messages' tab.



3. Select your provider in the 'To' dropdown.

 To:

4. Select "ask an insurance question" in the 'I would like to...' dropdown.

I would like to...

- Please choose
- ask a medical question
- request a medical record
- ask an insurance question**

5. Enter the date range of the billing in question.

Is there a specific billing range?

From to

Please use MM/DD/YYYY format

6. Add any additional details you want us to know about.

Anything else you would like us to know?

Type your notes here

7. Click the 'Send' button.

