



GRANTS PASS FAMILY MEDICINE PC

Dear Employer:

Welcome to Grants Pass Family Medicine. We look forward to providing you and your staff with primary care services to improve and maintain their health.

Joining is simple! You and your employees review the Member Services Guide and complete the enrollment forms. You collect the registration form from all your employees who choose to become members and send them to us with the employer registration materials. You can return them by mail, fax, or in person. If you like, we can even come to you to pick them up. Once we receive your registration materials, we will create patient records for each participating employee and set up your business billing account. Then a clinic staff member will contact each participating employee to confirm their new membership and assist them in setting up an appointment with Dr. Givens to begin their medical care.

Each participating employee should review the Member Services Guide which outlines the services included in the membership. The employee should keep this for his or her reference. Then the employee should complete and sign the Employee Member Registration form. If you allow your employees to register a spouse or children, a completed Member Registration form is necessary for each person.

You need to complete and sign the Employer Payment Authorization form and sign the Employer Terms and Conditions. Once you have collected all the employee enrollment forms, submit all the completed and signed forms to us by mail or in person:

Mails forms to: Grants Pass Family Medicine, PC
1837 Nebraska Ave
Grants Pass, OR 97527

If you would like to make your initial payment in cash, please arrange for your completed registration materials to be picked up. Please remind your participating employees that they are responsible for paying, at the time of service, any fees related to labs or medications.

If you have any questions or need assistance filling out your registration forms, please contact us. E-mail: hello@gpfmed.com Call: 541-476-3000.

We look forward to caring for you and your employees!

Dr. Donna Givens & Staff