

**PROVIDENCE ALASKA MEDICAL CENTER
SLEEP DISORDERS CENTER**

INSTRUCTIONS

1. **INSURANCE PREAUTHORIZATION** - Call your insurance company to pre-authorize this test. Inform them that you will be an **outpatient**.
2. **APPOINTMENT CONFIRMATION** - Call the Sleep Disorders Center **(212-3650) OR toll free if out of Anchorage 888-597-6673** at least **3 working days before your appointment** to confirm your appointment or it will be assumed that you are not keeping your appointment, and we may assign your testing time to another patient.
3. **PRE-REGISTRATION** - **Pre-register over the phone (212-3120 or 212-3149)**. Please have insurance information ready when you call.
4. **PARKING PERMIT** – This allows you to park in areas for the easiest and fastest access to the Sleep Disorders Center. **Please DO NOT park in a Handicap area unless you have a handicap sticker.**
5. **LATE ARRIVAL** - Plan to arrive at the clinic as close to your scheduled appointment time as possible. **If you will be late, please call 212-3650 OR AFTER 5:00 P.M. CALL 212-5878 and inform the Center of your estimated arrival time.**
6. **PAPERWORK/FORMS** - It is important that **you return your questionnaire by mail, fax, hand carry, courier, etc. This form must be reviewed prior to your scheduled study.** Also, please be sure to fill out the enclosed sleep log **from the time you receive it, for at least two weeks.** It is very important to bring the log with you at the time of your appointment.

PATIENT NAME: _____ **CHECK IN TIME:**

HISTORY/PHYSICAL OR CONSULT DATE:

**** MILITARY PERSONNEL **
PLEASE BRING YOUR MEDICAL RECORDS TO YOUR
SCHEDULED APPOINTMENT**

IF YOU HAVE ANY QUESTIONS CALL 212-3650 (8-5 MONDAY - FRIDAY)

OR

TOLL FREE OUTSIDE THE ANCHORAGE AREA (888-597-6673)