

Patient Portal Instructions

- 1.) Go to <https://dungymd.phiportal.com> and enter your username and password. If you do not have your username and password, please call the office at 480-963-2233. A staff member will provide you with this information.
- 2.) Once logged on, click on the area where silhouette and name appear along the blue banner (top of page after you log in).
- 3.) Complete the forms that are displayed below. Once you click "Submit Form" located at the bottom of each form, it will make it available for use in our office. Once you do this, you will not be able to make further changes. If you DO NOT click "Submit Form", information that has been entered will **NOT** be saved. You do not need to print these forms out.

PLEASE DO NOT PRINT OFF THE FORMS VIA THE PATIENT PORTAL

If you are having trouble with the patient portal and/or if you prefer to print off the paperwork, there is a printable PDF version available on our website under patient info, or click here (if this link does not work, copy and paste it into your browser):

<https://www.dungymd.com/wp-content/uploads/2022/02/Patient-Info-Packet-Updated-02-2022.pdf>

- 4.) **IF YOU DO NOT COMPLETELY FILL OUT THE FORMS ONLINE YOU WILL BE EXPECTED TO COMPLETE THE SAME INFORMATION HERE IN OUR OFFICE PRIOR TO BEING SEEN BY A PROVIDER.** If you have any questions or encounter difficulties using the portal, please call our office and a member of staff will be happy to assist you.

In addition to completing these forms, please make sure to bring along your insurance card(s), photo ID, any relevant imaging (MRI, X-Ray, CT, etc.), and your co-pay if applicable. Please be advised that **copays, coinsurance, and deductibles will be due at the time of service.**

Our tax ID number is 201280407. Please call your insurance company and provide them with this information to verify we are in network with your specific plan.

***Reminder:** If you need to cancel or reschedule, please contact us at least 24 hours before your appointment or you will be assessed our standard no-show fee.