



New Patient Paperwork Instructions

Complete all Forms:

- New Patient Information Pages 1-2
- Financial Responsibility Page 3
- HIPAA Privacy Form Page 4
- Request for List of Prescriptions Page 5

Return to Jarvis Vision Center:

- Option 1 – Submit on your Secure Patient Portal
 - Login to <https://www.smiledash.com/home.action>
 - Click “Secure Messaging”
 - Select “Compose Message”
 - Subject: New Patient Paperwork
 - Message: See Attached
 - Browse to select file
 - Send Message
- Option 2 – Fax to (270) 759-1493
- Option 3 – Mail to 1208 Johnson Blvd, Murray, KY 42071
- Option 4 – Print & bring 15 minutes early to your appointment

Setting up Your Secure Patient Portal

- Go to <https://www.smiledash.com/setupview.action>
- Fill out all information. *All information, including email address, must match information in our system.*
- Agree to privacy policy and click “Create Account”
- Click “Login to My Account”
- If you need assistance, call us at 270-759-1429