

# NEW PATIENT INSTRUCTIONS

Welcome to the Valor Physical Therapy family! In order to get started, we would like for you to follow these instructions to set up your patient account and schedule appointments.

## CREATING A PATIENT ACCOUNT

1. Go to <https://pteverywhere.com/PtE/s/valor/register>

The screenshot shows the registration form on the Valor Physical Therapy website. The form is titled "Registration" and is divided into a "General Information" section. The fields include: First name, Middle name, Last name, Date of birth (with a calendar icon), Email, Phone (with a country code dropdown), Address line 1, Address line 2, and City. The Valor logo and tagline "Connect with Patients Everywhere" are visible in the top left corner. A copyright notice "© 2019 PTEverywhere, version 2.75" is at the bottom.

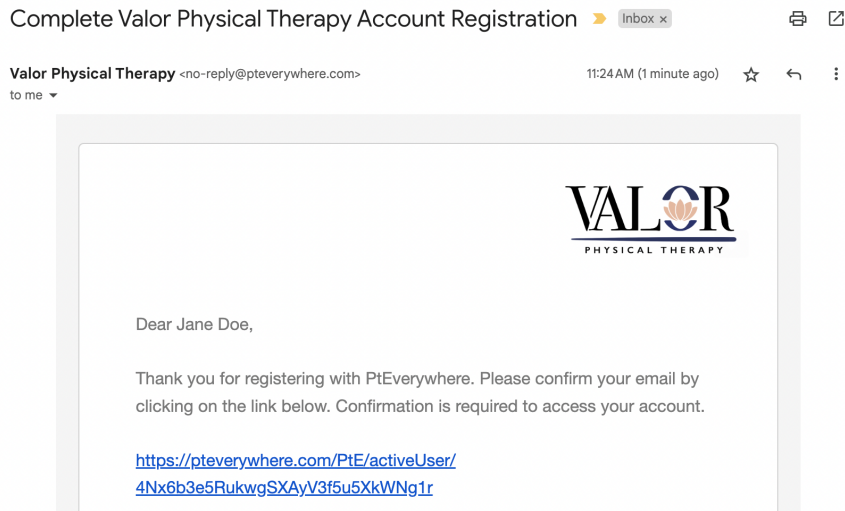
2. Fill out the form and click "submit" at the bottom

The screenshot shows a confirmation message on the registration page. The message reads: "You have successfully registered your account. Please check your email to confirm and create a password." The message is displayed in a white box with a blue header that says "Registration".

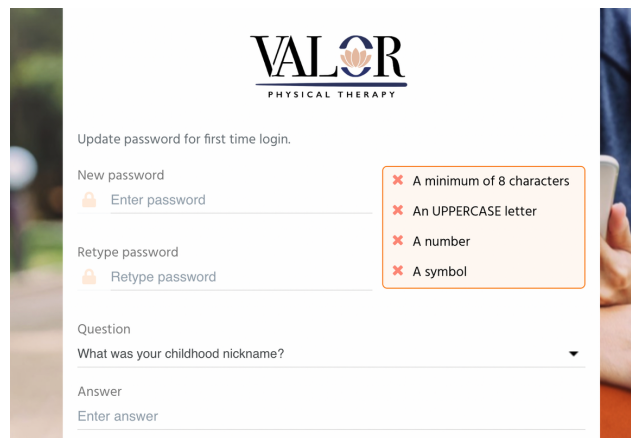
# NEW PATIENT INSTRUCTIONS

## CREATING A PATIENT ACCOUNT

3. Go to your email and click on the new email labeled "Complete Valor Physical Therapy Account Registration". Click on the link provided in the email.



4. Create a new password and answer the security question. Click "Done". It will bring you to the home page of the patient portal.



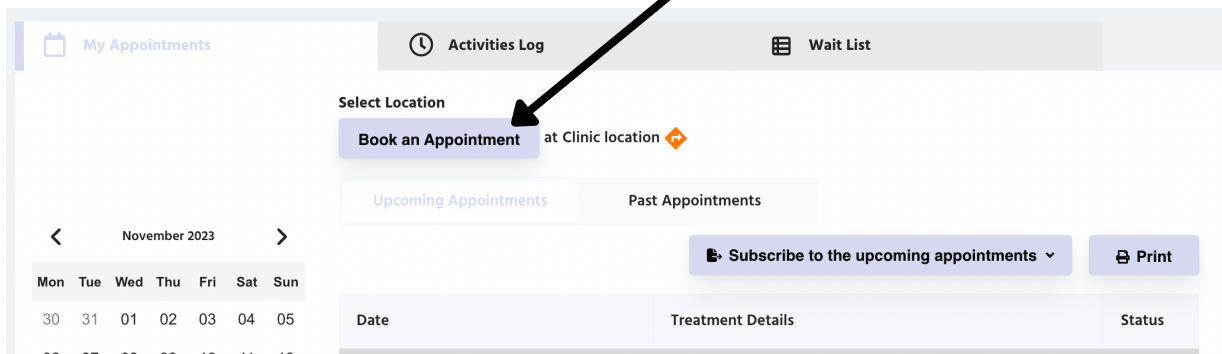
# NEW PATIENT INSTRUCTIONS

## SCHEDULING AN APPOINTMENT

1. On the main page after you log in, click on the icon labeled "Schedule"



2. On this page, click on the button labeled "Book an Appointment"



# NEW PATIENT INSTRUCTIONS

## SCHEDULING AN APPOINTMENT

3. On this page, click on "PT Evaluation and Treatment" to schedule your FIRST appointment

< Clinic location

Book by Service/Class

- PT Evaluation and Treatment • \$220.00**  
60 mins • [More](#)
- Single Treatment Session - 1 Hour • \$170.00**  
60 mins
- Single Treatment Session - 30 Minute • \$90.00**  
30 mins
- PT Evaluation Add-on**  
30 mins

4. On this calendar, select a time and date that you want to come for an appointment. You can change the week by using these arrows.

< Available Appointments for PT Evaluation and Treatment • \$220.00  
Clinic location

View Calendar(s) Today Nov 13 – 19, 2023 < > 📅 [Change service/class](#)

Select all

Valentine Ngo

| Clinic (PST) | Mon 13 | Tue 14 | Wed 15 | Thu 16 | Fri 17                          | Sat 18 | Sun 19 |
|--------------|--------|--------|--------|--------|---------------------------------|--------|--------|
| 9:00 am      |        |        |        |        | Available<br>🕒 08:00 - 09:00 am |        |        |
| 10:00 am     |        |        |        |        | Available<br>🕒 09:00 - 10:00 am |        |        |
| 11:00 am     |        |        |        |        |                                 |        |        |
| 12:00 pm     |        |        |        |        | Available<br>🕒 11:00 - 12:00 pm |        |        |

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## SCHEDULING AN APPOINTMENT

3. Once you have clicked on an available time slot, a window will pop up to confirm the appointment. Add any notes to the bottom section if you want the PT to know information beforehand (an intake form will be sent to you after scheduling this appointment, so no need to type in details of your injury/symptoms during this step). Click "Next" once you have chosen the time that you want.

*\*\*payment will be collected at the beginning of the PT session in office*

**Book an Appointment**

Booking Confirmation

Click Next to confirm this appointment.

**Appointment**  
Fri, Nov 17, 2023 • 08:00 AM - 09:00 AM

**Service**  
PT Evaluation and Treatment

**Price**  
\$220.00

**Provider**  
Valentine Ngo

**Location**  
Clinic location

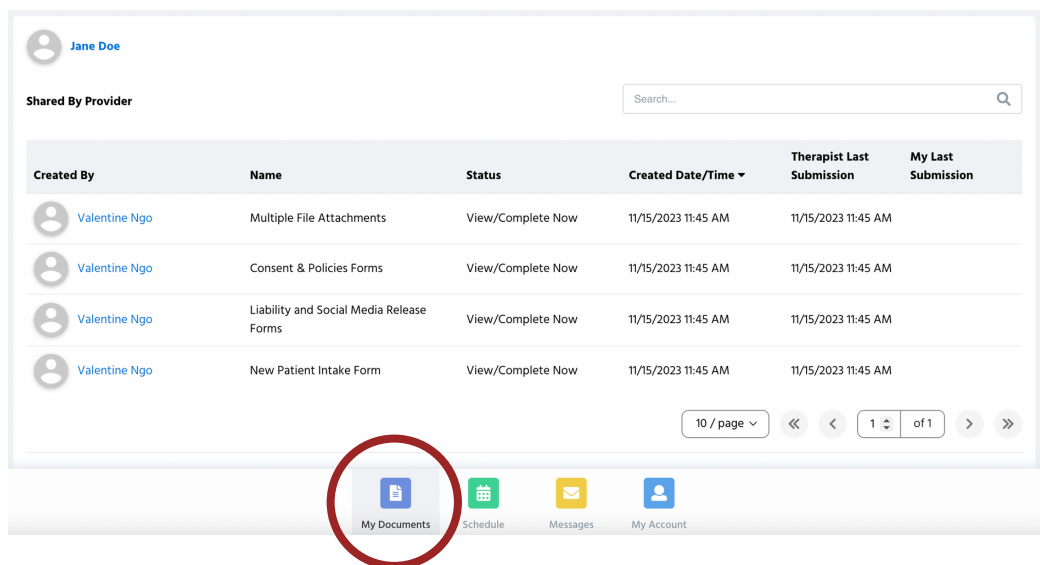
**Notes**  
Add notes

Next

# NEW PATIENT INSTRUCTIONS

## FILLING OUT FORMS

1. After scheduling the evaluation, you will instantly receive forms to fill out prior to your PT session. Filling these out will help us to focus on you and your assessment during the in-person evaluation. Click on the “My Documents” tab at the bottom of the screen to access these forms.



2. Please go through and fill out the forms labeled:
- New Patient Intake Form
  - Liability and Social Media Release Forms
  - Consent & Policies Forms

3. If you have any documents related to your symptoms, please click on “Multiple File Attachments” and attach these digital documents to your file. These documents may include but are not limited to:
- X-rays, MRIs, CT Scans, etc.
  - Doctor’s referral for physical therapy
  - Doctor’s notes for previous visits



# NEW PATIENT INSTRUCTIONS

## ARRIVING TO APPOINTMENT

Once it is time to head to your scheduled appointment, please aim to arrive a few minutes early. Directions to the office is provided below:

**ADDRESS: 2150 Palomar Airport Rd. Suite 203, Carlsbad, CA 92011**

*\*if you search "Valor Physical Therapy" on Google Maps, it will bring you directly to the building - may be more confusing if you type in the address*

1. Once you have turned onto McClellan/Palomar Airport Rd to enter the airport, stay left at the fork.
2. At the second stop sign, turn into the parking lot with the sign "Atlantic"



3. Drive into the parking lot and park anywhere in the lot. The office is located in the 2150 building (right side). Once you go inside, take the elevator/stairs to the second floor and the office is in Suite 203.

