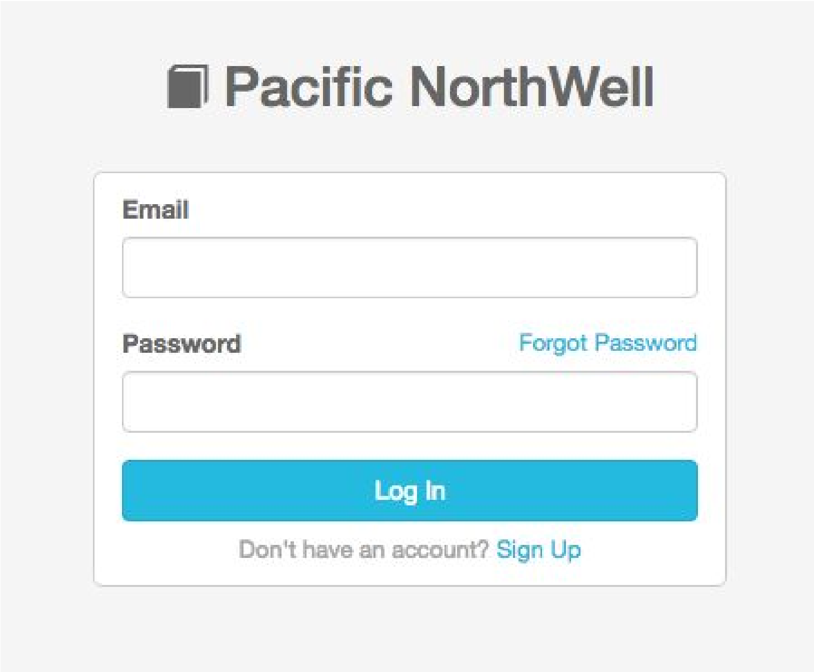
How to Submit Insurance and Demographic Information

pacific northwell

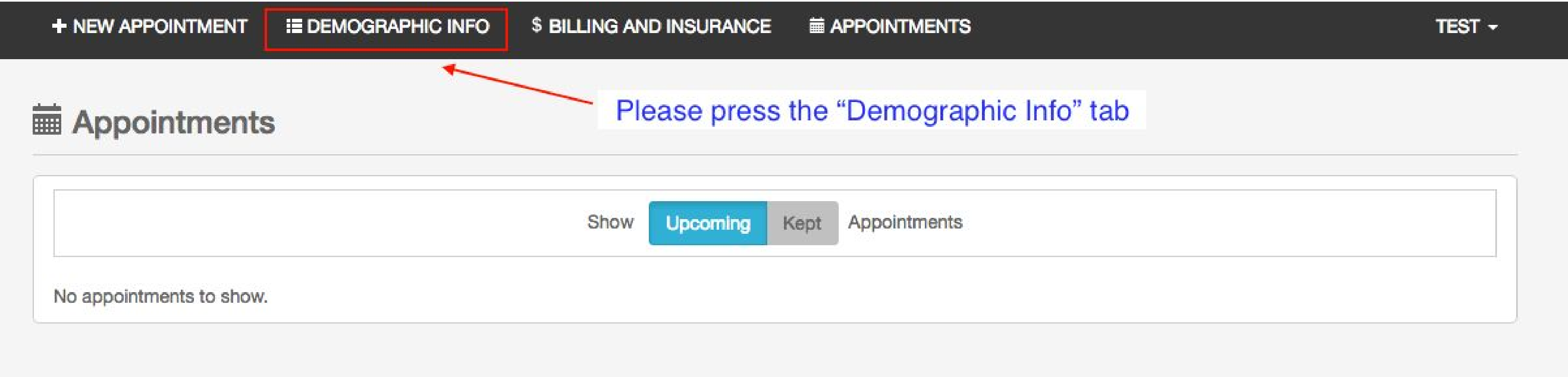
Guide for Pacific NorthWell Clients

Login to the Client Portal

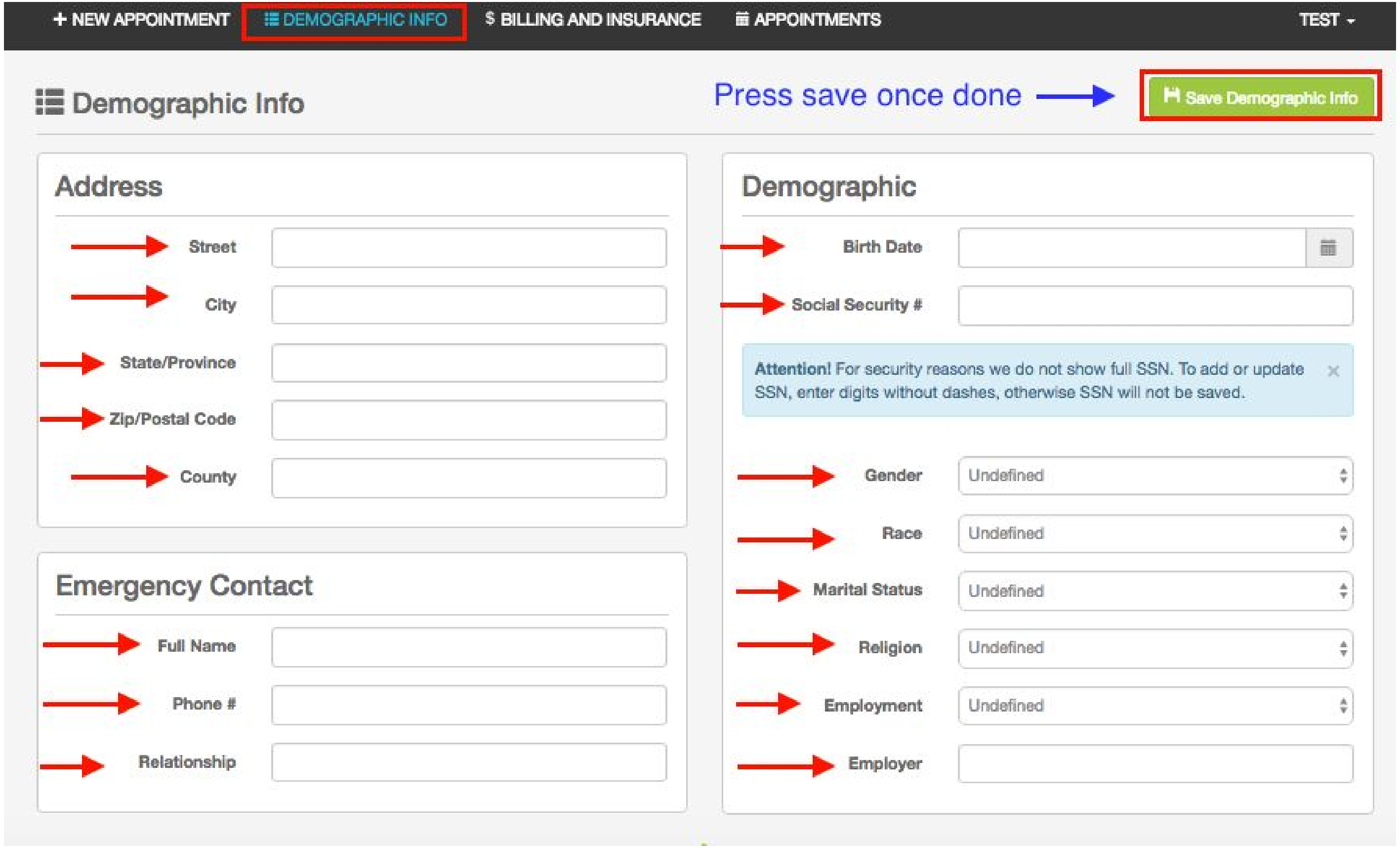
1. Please visit: http://pacificnorthwell.com/appointments/ and click on "Client Portal"
2. Login using the credentials you created when you first booked your appointment



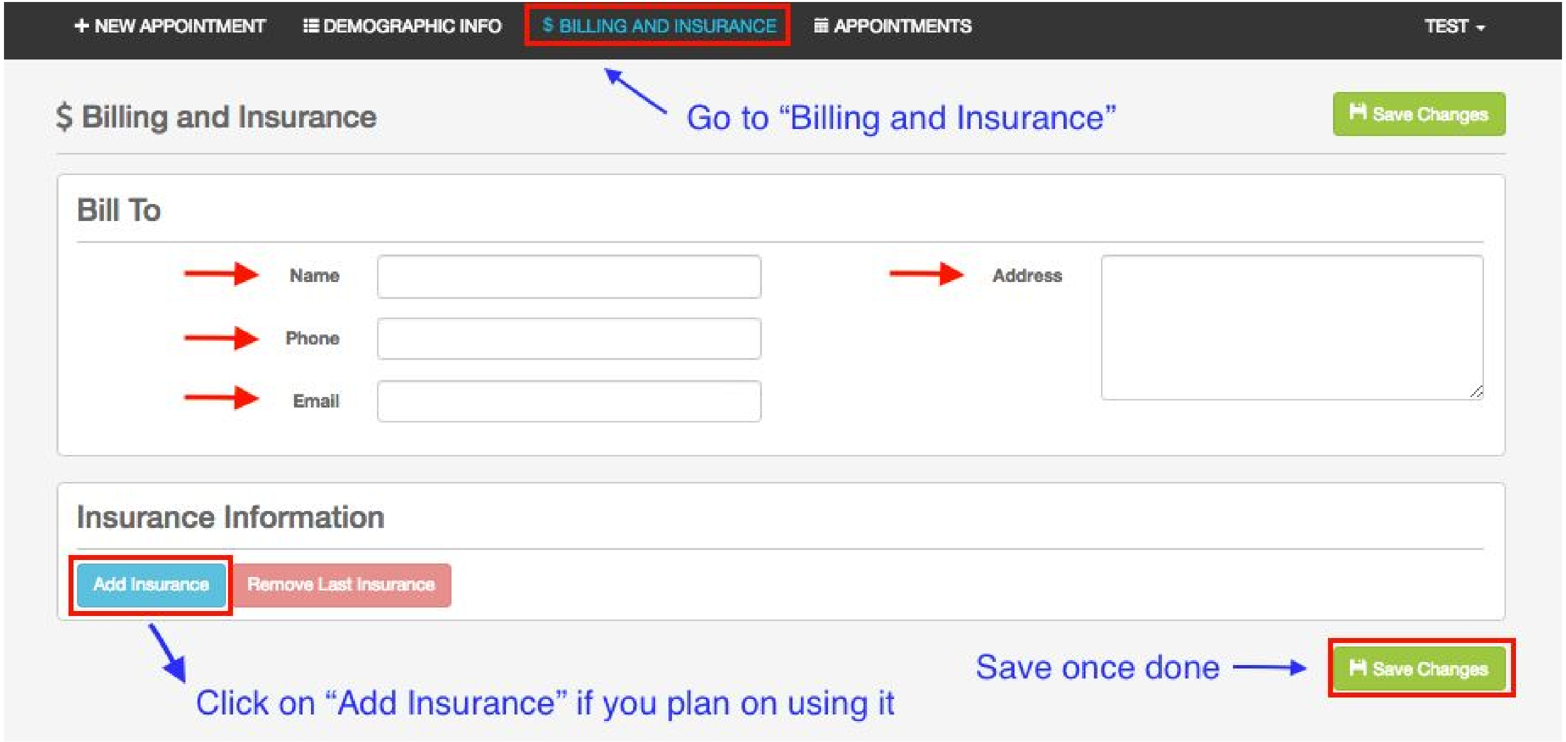
1. When you login, you'll see any upcoming appointments
2. Please press "Demographic Info" at the top



Please fill out all fields in this section and press “Save”

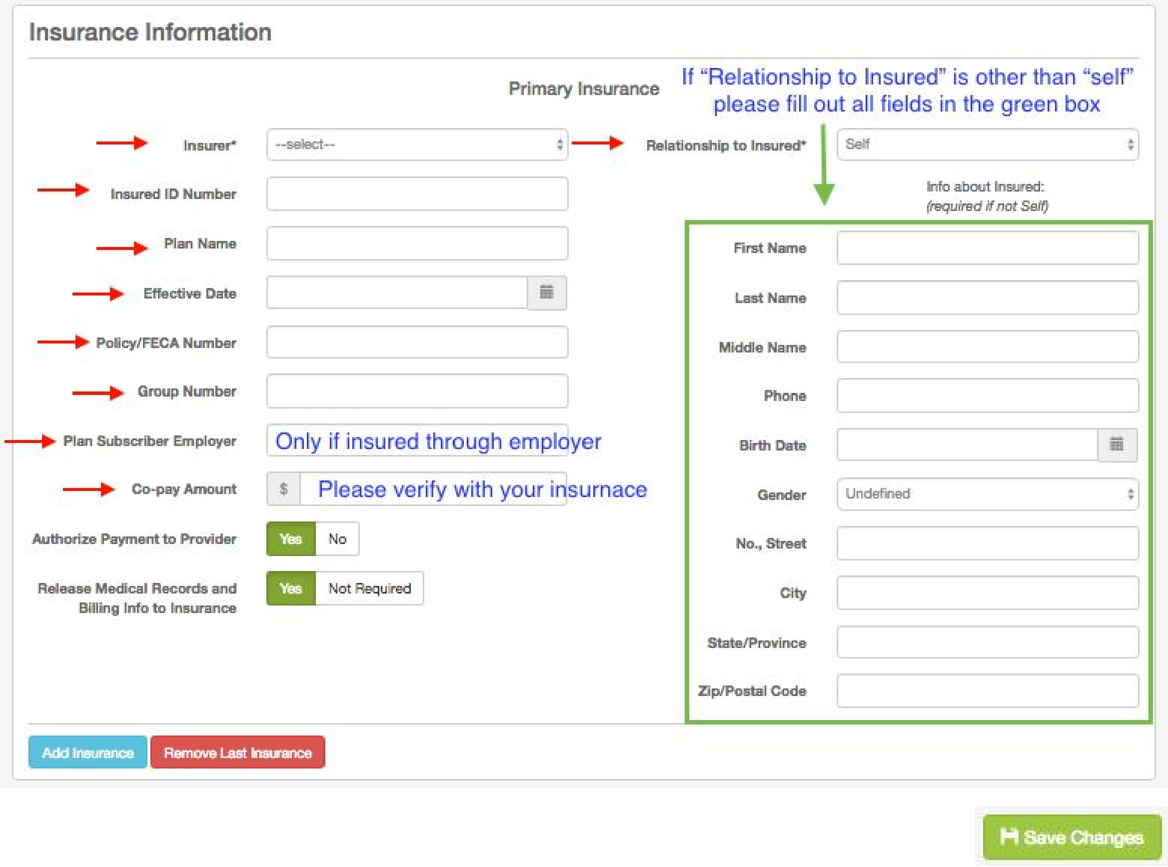


1. Go to the “Billing and Insurance” tab at the top
2. Complete all the fields
3. Click on “Add Insurance” if you plan on using it
4. Press “Save Changes” once done



For Insurance Clients Only

1. This section is not required for self-pay clients. Please check rates for self pay clients.
2. Please fill out all the fields in this section if you plan on using insurance.
3. The field “Plan Subscriber Employer” is only needed if you are insured through your employer.
4. For the field “Co-pay Amount”: if not known, please verify your insurance benefits before coming in.
5. If the field “Relationship to Insured” is other than “Self”, please fill out all the fields in the green box.
6. Please press “Save Changes” on the bottom right.



Thank You

Please contact your healthcare provider if you need further assistance.

We look forward to meeting with you.