



EverMed DPC

Employer Information

2017

Thank you!

We are excited you chose to offer EverMed's Direct Primary membership program to your employees! EverMed DPC looks forward to working with you and your staff to educate employees on Direct Primary Care.

We believe that offering a membership program to local clinics help individuals, families and employees find medical care that is focused where it is meant to be, on them and their care.

Returning the Focus to the Patient!

EverMed Employer Contact Information

Contact	Information	Email	Phone
Employer Support	Membership Information/Materials	Employers@EverMedDPC.com	800-377-6099
Amanda Collar	Employer Questions	Acollar@EverMedDPC.com	800-377-6099
Kim Lay-Christy	Member Support	Klay@evermeddpc.com	800-377-6099
Seth Sjostrom	Business and Development	Ssjostrom@EverMedDPC.com	360-771-1758



Employee Information Required

Current and New Employee enrollments require the following information:

- Name
- Date of Birth
- Gender
- Effective Date
- Address
- Phone
- Email (Required)
- Social Security Number (if applicable)
- Dependent's Name
- Dependent's Date of Birth
- Dependent's Address

Employee Documentation Required for Enrollment

Each employee enrolling with EverMed will be required to complete the following paperwork for enrollment:

- Retainer Medical Agreement

Important Information

Employee Enrollments

Employers will submit a census of eligible employees prior to the month of enrollment. Please review the timeline for enrollment updates and billing.

Clinic Switch

Employees can switch to a new clinic at any time during the year. Any employee clinic changes will happen on the 1st of the month after notification.



Monthly Census Timeline/Schedule

EverMed DPC Calendar

2017

JANUARY							FEBRUARY							MARCH							APRIL						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	29	30	31	1	2	3	4	26	27	28	1	2	3	4	26	27	28	29	30	31	1
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11	2	3	4	5	6	7	8
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18	9	10	11	12	13	14	15
22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25	16	17	18	19	20	21	22
29	30	31	1	2	3	4	26	27	28	1	2	3	4	26	27	28	29	30	31	1	23	24	25	26	27	28	29
5	6	7	8	9	10	11	5	6	7	8	9	10	11	2	3	4	5	6	7	8	30	1	2	3	4	5	6

MAY							JUNE							JULY							AUGUST						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
30	1	2	3	4	5	6	28	29	30	31	1	2	3	25	26	27	28	29	30	1	30	31	1	2	3	4	5
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
28	29	30	31	1	2	3	25	26	27	28	29	30	1	23	24	25	26	27	28	29	27	28	29	30	31	1	2
4	5	6	7	8	9	10	2	3	4	5	6	7	8	30	31	1	2	3	4	5	3	4	5	6	7	8	9

SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
27	28	29	30	31	1	2	1	2	3	4	5	6	7	29	30	31	1	2	3	4	26	27	28	29	30	1	2
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
24	25	26	27	28	29	30	29	30	31	1	2	3	4	26	27	28	29	30	1	2	24	25	26	27	28	29	30
1	2	3	4	5	6	7	5	6	7	8	9	10	11	3	4	5	6	7	8	9	31	1	2	3	4	5	6

Email Sent Reminding you of date any updates are due

Date Changes need to be updated (5pm deadline)

Payments will be due/collected on the date indicated in green.

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ShareFile Instructions

EverMed DPC uses ShareFile as our portal for Employers. Each employer will be set up under their Employer Folder. Employers will notify EverMed DPC which employees they want to allow access to these folders. Access can vary for each employee allowed on ShareFile. We can set restrictions on uploading, downloading or setting up view only. Employers will have three folders:

- **Employee Census-** Employer census will be uploaded to this folder and tracked for memberships. Employers will add new employees or update status for dis-enrolled employees. All employee changes and updates need to be uploaded by the 19th of the month by 5pm.
- **Employee Membership Paperwork-** Any paper enrollments for DPC need to be uploaded to the ShareFile
- **Employer Invoices-** An invoice for each month will be added to this folder as well as emailed to the employer.

Employees that will have access to ShareFile will receive an email. They will need to follow the link in the email and complete access to the folder. See below for each ShareFile step during set up.

Initial email from ShareFile

Dear AMANDA,

Welcome! You have been added to the account for IMS Northwest.

Activating your account will allow you to create your password. **This link is unique to you and must be used within the next 30 days.**

[Click here to activate your user account](#)

ShareFile is a tool for sending, receiving, and organizing your business files online. It can be used as a password-protected area for sharing information with clients and partners, and it's an easy way to send files that are too large to e-mail.

Sincerely,
Amanda Collar

Trouble with the above link? You can copy and paste the following URL into your web browser:
<https://imsnorthwest.sharefile.com/?a-b7b134a412c7aa10&uh-bp>

Powered By Citrix **ShareFile** 2016



ShareFile Instructions continued...

You will be asked to create a new password.

The screenshot shows a web form titled "Welcome! Update password to continue". At the top is the Evermed logo. Below the title, the username "info@evermeddpc.com" is displayed. The form contains two password input fields: "New Password: *" and "Confirm Password: *". Below these fields, the sign-in URL "https://evermeddpc.sharefile.com/" is provided. A "Continue" button is located at the bottom of the form.

Confirm your Information and Time Zone

The screenshot shows a web form titled "Confirm personal information". At the top is the Evermed logo. The form contains several input fields and dropdown menus: "First Name: *" with the value "Mary", "Last Name: *" with the value "Smith", "Company:" with the value "Global Consolidated Corp", "Time Zone:" with a dropdown menu showing "(UTC -08:00) Pacific Time", "Observe Daylight Saving Time (US & Canada)", "Display date as month/day/year", and "Display time in 12-hour format with AM/PM". Below these fields, there is a "Default email language:" dropdown menu showing "English (Account Default)". At the bottom, there are "Back" and "Save" buttons.



ShareFile Instructions continued...

Below is similar to what it will look like when you first login. The Initial folder you will see will be your company's name. Click on your company folder. It will open and you will see a list of folders for your company.

The screenshot shows the ShareFile web interface. At the top left is the EverMed logo and user name 'EverMed U|H|C'. At the top right are 'Help' and 'Log Out' links, and a search bar with a magnifying glass icon and the text 'Advanced Search'. Below the header are navigation links for 'Home', 'My Settings', and 'Apps'. On the left side, there is a sidebar with icons for 'Shared Folders', 'Favorite Folders', 'Connectors', and 'Inbox'. The main content area is titled 'Folders' and contains a table with the following data:

Title	Size	Uploaded	Creator
☆ Global	0 B	3:52PM	K. Allen

At the bottom right of the interface, it says 'powered by ShareFile'.