

# TCOM Surgery Center Online Registration Instructions

\*delay in completing information may result in cancellation of procedure/surgery\*



2502 East Empire St Suite B  
Bloomington, IL 61704

Physician \_\_\_\_\_ Date \_\_\_\_\_

## First Time User/Surgery

1. Begin at this website:  
[www.onemedicalpassport.com](http://www.onemedicalpassport.com)



2. This will take you to your **One Medical Passport**. Click "Register" button to create new account.
3. Complete each page and click "save and continue" at bottom of page. Once complete click "Finish" to submit.
4. Keep your user ID and password as you will need them to update your One Medical Passport if you return to our facility for another procedure.

\*\*Each time you return to TCOM for a procedure/surgery you MUST update your One Medical Passport. Please see below for instructions on how to update your One Medical Passport.

## Returning User

1. Go to [www.onemedicalpassport.com](http://www.onemedicalpassport.com)
2. Sign in with your user name and password you created.

If you forgot your ID you may call us at 309-662-6120 ext 335 or 355.

If you forgot your password click "forgot password" and following directions given.

3. Once logged-in click option: "Use my Medical Passport for a new procedure or procedure date"
4. The system has saved all previous information that you entered. You will be prompted to review saved information as well as update required fields.

\*Each page has a HELP link that you may click for assistance. If you are unable to complete the One Medical Passport online registration, please call 309-662-6120 ext 335 or 355.

