



Dear Insurance Member,

Thank you for choosing Defined Fitness to provide your health and fitness needs. My name is Jamie Melin and I will be handling your application for insurance membership. I have outlined the process for obtaining an insurance membership below. You can get an insurance application packet at any of our four Defined Fitness locations.

- Complete both sides of the insurance membership application form.
- I will need a prescription in order to process your application. Please keep the original. Give the copy of the prescription and the completed application form to the person at the front desk.
- Once I receive your information, I will contact your adjuster for approval within 48 hours. (Monday –Friday)
- Once approved I will contact you. After approval, you need to go in to any Defined Fitness location and tell them that you are on the approved insurance list and you need to fill out a membership agreement form. You will then be issued a scan card. If you are already a member I will update your account and you will not need to fill out a new membership agreement form.
- Your membership will begin from the first day you come in to get your card.
- Within a week, the bottom of your check-in screen (the computer screen at the gym where you work out) will show your expiration date. If your Doctor is going to write another prescription please try to get it to me 2 weeks before your current insurance membership expires. This will provide you with a smooth transition and not delay your progress or your membership.
- If you bring in a new prescription, you do not need to fill out the paperwork again unless your adjuster has changed. Again, please keep the original prescription and have the individual at the front desk make a copy for me.

If you have any questions regarding this process, please feel free to contact me.

Jamie Melin
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Defined Fitness
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