

## NEW MEDICAL PATIENT INFORMATION

THIS SECTION MUST BE COMPLETED FOR ALL PATIENTS

Date \_\_\_\_\_

Name: \_\_\_\_\_  
Last First M.I.

DOB: \_\_\_\_\_ Sex: ☐ Male ☐ Female Social Security #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street/PO City State Zip

Physical Address: \_\_\_\_\_  
Street City State Zip

Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Preferred Method of Contact: ☐ Home Phone ☐ Mobile ☐ Work Phone ☐ Text ☐ Email

Emergency Contact: \_\_\_\_\_ Relationship: \_\_\_\_\_ Emergency Phone #: \_\_\_\_\_

Marital Status: ☐ Married ☐ Single ☐ Widowed ☐ Other

Race: ☐ African American ☐ Asian ☐ Hispanic ☐ White ☐ Other: \_\_\_\_\_

Language: ☐ English ☐ Spanish ☐ Other: \_\_\_\_\_

Employment Status: ☐ Working PT ☐ Working FT ☐ Disabled ☐ Unemployed ☐ Student ☐ Retired

Employer Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Employer Address: \_\_\_\_\_  
Street/PO City State Zip

Primary Care Physician: \_\_\_\_\_

How did you hear about Premier? ☐ Friend/Patient: \_\_\_\_\_ ☐ Physician/Practice: \_\_\_\_\_  
☐ Magazine ☐ Social Media ☐ Internet ☐ Other: \_\_\_\_\_

## INSURANCE INFORMATION

Do you have insurance? ☐ Yes ☐ No

Guarantor is the person whose NAME is on the insurance card.

Employer Name: \_\_\_\_\_ Employer Phone: \_\_\_\_\_

Employer Address: \_\_\_\_\_  
Street/PO City State Zip

Primary Insurance Company: \_\_\_\_\_

Insurance ID Number: \_\_\_\_\_

Insurance Group Number: \_\_\_\_\_

Name of Guarantor: \_\_\_\_\_

Relationship to Patient: \_\_\_\_\_

Guarantor Social Security Number: \_\_\_\_\_

Guarantor Date of Birth: \_\_\_\_\_

Secondary Insurance Company: \_\_\_\_\_

Insurance ID Number: \_\_\_\_\_

Insurance Group Number: \_\_\_\_\_

Name of Guarantor: \_\_\_\_\_

Relationship to Patient: \_\_\_\_\_

Guarantor Social Security Number: \_\_\_\_\_

Guarantor Date of Birth: \_\_\_\_\_

MEDICAL HISTORY

Name: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Date: \_\_\_\_\_

What is the primary reason for your visit today? \_\_\_\_\_

Preferred Pharmacy: \_\_\_\_\_

Past Medical History: Check Yes or No

Anxiety	<input type="checkbox"/> Yes <input type="checkbox"/> No	Depression	<input type="checkbox"/> Yes <input type="checkbox"/> No	Leukemia	<input type="checkbox"/> Yes <input type="checkbox"/> No
Arthritis	<input type="checkbox"/> Yes <input type="checkbox"/> No	Diabetes	<input type="checkbox"/> Yes <input type="checkbox"/> No	Lung cancer	<input type="checkbox"/> Yes <input type="checkbox"/> No
Artificial joints	<input type="checkbox"/> Yes <input type="checkbox"/> No	End stage renal disease	<input type="checkbox"/> Yes <input type="checkbox"/> No	Lymphoma	<input type="checkbox"/> Yes <input type="checkbox"/> No
Asthma	<input type="checkbox"/> Yes <input type="checkbox"/> No	GERD	<input type="checkbox"/> Yes <input type="checkbox"/> No	Pacemaker	<input type="checkbox"/> Yes <input type="checkbox"/> No
Atrial fibrillation	<input type="checkbox"/> Yes <input type="checkbox"/> No	Hearing loss	<input type="checkbox"/> Yes <input type="checkbox"/> No	Prostate cancer	<input type="checkbox"/> Yes <input type="checkbox"/> No
Bone marrow transplant	<input type="checkbox"/> Yes <input type="checkbox"/> No	Hepatitis	<input type="checkbox"/> Yes <input type="checkbox"/> No	Prostate issues	<input type="checkbox"/> Yes <input type="checkbox"/> No
Breast cancer	<input type="checkbox"/> Yes <input type="checkbox"/> No	HIV/AIDS	<input type="checkbox"/> Yes <input type="checkbox"/> No	Radiation treatment	<input type="checkbox"/> Yes <input type="checkbox"/> No
Colon cancer	<input type="checkbox"/> Yes <input type="checkbox"/> No	High Blood Pressure	<input type="checkbox"/> Yes <input type="checkbox"/> No	Seizures	<input type="checkbox"/> Yes <input type="checkbox"/> No
COPD	<input type="checkbox"/> Yes <input type="checkbox"/> No	Hypercholesterolemia	<input type="checkbox"/> Yes <input type="checkbox"/> No	Stroke	<input type="checkbox"/> Yes <input type="checkbox"/> No
Coronary artery disease	<input type="checkbox"/> Yes <input type="checkbox"/> No	Hypothyroidism	<input type="checkbox"/> Yes <input type="checkbox"/> No	Valve replacement	<input type="checkbox"/> Yes <input type="checkbox"/> No
Dementia/Alzheimer’s	<input type="checkbox"/> Yes <input type="checkbox"/> No			Other: _____	

Past Surgical History

Surgery	Date	Surgery	Date
1. _____		5. _____	
2. _____		6. _____	
3. _____		7. _____	
4. _____		8. _____	

Family History: Check Yes or No

Autoimmune disorders	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other cancer	<input type="checkbox"/> Yes <input type="checkbox"/> No
Diabetes	<input type="checkbox"/> Yes <input type="checkbox"/> No
Endocrine disease	<input type="checkbox"/> Yes <input type="checkbox"/> No
Heart Disease	<input type="checkbox"/> Yes <input type="checkbox"/> No
High blood pressure	<input type="checkbox"/> Yes <input type="checkbox"/> No
Malignant melanoma	<input type="checkbox"/> Yes <input type="checkbox"/> No
Skin cancer	<input type="checkbox"/> Yes <input type="checkbox"/> No
Skin disease	<input type="checkbox"/> Yes <input type="checkbox"/> No

Social History: Check Yes or No

Do you smoke?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Quit: former smoker	<input type="checkbox"/> Yes <input type="checkbox"/> No
Smokes less than daily	<input type="checkbox"/> Yes <input type="checkbox"/> No
Smokes daily	<input type="checkbox"/> Yes <input type="checkbox"/> No
Never smoked	<input type="checkbox"/> Yes <input type="checkbox"/> No
Illicit drug use	<input type="checkbox"/> Yes <input type="checkbox"/> No
IV drug use	<input type="checkbox"/> Yes <input type="checkbox"/> No

Alcohol Use

<input type="checkbox"/> None
<input type="checkbox"/> Less than one drink
<input type="checkbox"/> 1-2 drinks a day
<input type="checkbox"/> 3 or more drinks per day

Skin Disease History: Check Yes or No

Acne	<input type="checkbox"/> Yes <input type="checkbox"/> No	Precancerous mole	<input type="checkbox"/> Yes <input type="checkbox"/> No
Actinic keratosis	<input type="checkbox"/> Yes <input type="checkbox"/> No	Squamous cell skin cancer	<input type="checkbox"/> Yes <input type="checkbox"/> No
Asthma	<input type="checkbox"/> Yes <input type="checkbox"/> No	Psoriasis	<input type="checkbox"/> Yes <input type="checkbox"/> No
Basal cell skin cancer	<input type="checkbox"/> Yes <input type="checkbox"/> No	Eczema	<input type="checkbox"/> Yes <input type="checkbox"/> No
Blistering sunburns	<input type="checkbox"/> Yes <input type="checkbox"/> No	Dry Skin	<input type="checkbox"/> Yes <input type="checkbox"/> No
Flaking or itchy scalp	<input type="checkbox"/> Yes <input type="checkbox"/> No	Other: _____	
Hay fever/allergies	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Melanoma	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Photodamage History: Check Yes or No

Excessive sun exposure	<input type="checkbox"/> Yes <input type="checkbox"/> No
Tanning bed use	<input type="checkbox"/> Yes <input type="checkbox"/> No
Moderate to severe sunburns	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you use sunscreen?	
<input type="checkbox"/> Daily	
<input type="checkbox"/> Always if sunny	
<input type="checkbox"/> Rarely/never	

Female patients: Are you currently pregnant? ☐ Yes ☐ No

Review of Systems: Check Yes or No

Current Skin Conditions		Current Constitutional Conditions	
Rash	<input type="checkbox"/> Yes <input type="checkbox"/> No	Fever	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sores	<input type="checkbox"/> Yes <input type="checkbox"/> No	Chills	<input type="checkbox"/> Yes <input type="checkbox"/> No
New or changing lesions	<input type="checkbox"/> Yes <input type="checkbox"/> No	Fatigue	<input type="checkbox"/> Yes <input type="checkbox"/> No
Itching/burning	<input type="checkbox"/> Yes <input type="checkbox"/> No	Weight loss	<input type="checkbox"/> Yes <input type="checkbox"/> No

Current Medications: Names

1. _____
2. _____
3. _____
4. _____
5. _____

Drug Allergies: Names, Reaction (rash, hives, nausea, etc.)

1. _____
2. _____
3. _____
4. _____
5. _____

PREMIER DERMATOLOGY CONSENT FORM

- I. **Consent to Treatment:** I voluntarily consent to receive medical and health care services that may include examinations, diagnostic procedures and treatments. If patient is under the age of 18, I give permission for the patient to receive follow-up care from the physicians and staff at Premier Dermatology PLLC in my absence.
- II. **Assignment of Benefits:** I authorize my insurance company to make direct payment to the provider of services for the profession of medical expense benefits allowable under my current insurance policy. That is, my insurance company will make direct payment to Premier Dermatology for services rendered rather than to myself.
- III. **Financial Responsibility:** I agree to pay all charges for medical or other services not covered by my insurance company. I further understand that I am responsible for all collection, small claims court and/or attorney fees necessary to collect this debt, as per the Financial Policy.
- IV. **Outside Laboratory Charges:** In the event that I have a skin biopsy, I consent to have my biopsy sent to the pathologist my doctor determines most appropriate for arriving at an accurate diagnosis of my condition. I understand that this may incur a second bill from the pathologist who interprets my pathology. This may also be the case for certain other routine lab tests that my doctor may order to make an accurate medical diagnosis.
- V. **HIPAA Consent:** The Health Insurance Portability and Accountability Act of 1996 (HIPAA) is a federal law that governs the use and disclosure of a person’s health information. The following statements cover the basics of your rights as a patient under HIPAA.
  - Protected health information may be disclosed for treatment, payment, or health care operations.
  - Premier Dermatology has a Notice of Privacy Practices and the patient has an opportunity to review this notice. To obtain a copy of the notice ask the office staff. Premier Dermatology reserves the right to change the Notice of Privacy Practices.
  - The patient has the right to restrict the uses of his or her protected health information, but Premier Dermatology does not have to agree with those restrictions.
  - The patient may revoke this Consent in writing at any time and all future disclosures will then cease.
  - Premier Dermatology may offer or refuse treatment based upon the execution of this consent.

PATIENT COMMUNICATION PREFERENCES

A. Family and Friends

It is the office policy of Premier Dermatology and The Skin Renewal Center not to release confidential medical information regarding your treatment to family members or friends, except for

- i. parent/legal guardian
- ii. other persons authorized by the patient
- iii. as we may reasonably infer from the circumstances (for example, if you bring a family member or friend into the exam room, we will assume, unless you object, that that person is entitled to receive information regarding your treatment)
- iv. in emergency situations
- v. as otherwise permitted by the Health Insurance Portability and Accountability Act of 1996 (HIPAA)

If you anticipate that you will need or want your medical information to be provided to family members, friends, or caretakers/babysitters, please indicate that below, so that we may best serve you. If you do not want any of your medical information provided to a family member, please check the line next to the "no" response. By signing below, you authorize the following people to receive information regarding your treatment or care. (If you wish to add names later, please confirm this in writing, or call our staff.)

		Yes	No
Spouse	_____	_____	_____
Parent	_____	_____	_____
Other	_____	_____	_____
	_____	_____	_____

B. Alternative Communications

You are also entitled to specify an alternative, reasonable means of communication if you do not wish to be contacted by us in a certain way.

I hereby request the following means of contact only: \_\_\_\_\_

## PREMIER DERMATOLOGY CANCELLATION POLICY

A primary goal at Premier is to provide skillful and timely service for all patients. To do so, we require individual appointments to be cancelled at a minimum of 24 hours in advance or it will be considered a No-Show appointment. Thank you in advance for your cooperation.

## PREMIER DERMATOLOGY FINANCIAL POLICY (Effective February 2021)

1. All patients are required to complete the Premier Dermatology Patient Registration form and Medical History, sign the Consents page as well as provide insurance card (if applicable), and a photo ID before clinic services are rendered.
2. Patients are responsible for payment:
  - a. For cosmetic & self-pay medical patients, **FULL PAYMENT** is due at the time of service.
  - b. For aesthetician and massage services, appointments must be secured with an active credit card or existing Open House credit at the time of booking. If the booked service is considered a no-show, the estimated value of the service will be charged to the account provided.
  - c. For medical patients with insurance, a co-payment and/or co-insurance is due at the time of service, including unmet deductible.
  - d. For payments made with a credit card, any overpayments will be refunded to that card.
  - e. All charges not paid by insurance are due by the patient.
  - f. Money on account for cosmetic services may also be used for payment of medical bills.
3. A **non-refundable deposit** may be collected at the time of booking for select appointments. If the patient comes to the appointment, the deposit will be applied to the service and any overage will be refunded.
  - a. Cosmetic surgery visit - \$500
  - b. Cosmetic office visit - \$150 (collected if patient has at least 2 no-shows or same-day cancellations)
  - c. Mohs surgery visit - \$1,000 (collected if patient has at least 2 no-shows or same-day cancellations)
  - d. Medical office visit - \$150 (collected if patient has at least 2 no-shows or same-day cancellations)
4. Payment plans for medical appointments are available on request for large balances and **must be signed by patient and secured with a credit card to be charged monthly.**
5. Patient balances that extend beyond 180 days may be assessed a finance charge of 1% per month.
6. Collection efforts on past due balances will include fees assessed to the patient. Fees may be as high as 50% of the outstanding balance if sent to a collection agency who will also report to the credit bureaus. If sent to Small Claims court, fees could be up to \$200 plus garnishment.

## CREDIT CARD AUTHORIZATION

The credit cards we accept are processed through Elavon and are Payment Card Industry Data Security Standard (PCI-DSS) compliant whose purpose is protecting card data. As such, our system does not store your complete card information, and our employees do not have access to anything other than the last four digits of the card. Premier Dermatology, PLLC and The Skin Renewal Center at Premier Dermatology, PLLC have Certificates of Compliance available for your review as our commitment to the process of PCI-DSS.

**By my signature, I certify that I have read the five sections above, agree to the above statements, and have been given a copy of Premier Dermatology's Financial Policy and Privacy Policy/HIPAA (or I have read the policies online).**

Printed Name of Patient or Responsible Party: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_