

## **Dermatology Surgical Clinic Policy and Procedures**

This is a specialty clinic that we provide to patients who are thought to need further evaluation for possible procedures that may require more dedicated time. The clinic is offered on Thursday afternoons and alternates between the following locations:

149<sup>th</sup> St.  
291 E 149th St, Bronx, NY 10451

Parkchester  
1455 West Ave., Bronx, NY 10462

- (1) When scheduling, it is important to make certain that you tell the scheduler why you are being seen and that you need to be seen in the **Dermatology Surgical Clinic**. If you are mis-scheduled, the procedure may not be done. It is your responsibility to provide current contact information so that we can confirm and update you with any changes in your appointment.
- (2) Our surgical billing coordinator will follow up with you to confirm your appointment time and address any insurance authorization requirements. If we cannot reach you, we may need to cancel your appointment.
- (3) As our scheduling for this clinic is limited, it is very important that you arrive 15 minutes before your appointment time.
  - a. Patients who arrive late may be asked to reschedule.
  - b. It is possible that patients who fail to keep their appointment without notifying our surgical clinic in advance may be subject to a cancellation fee, and/or not be rescheduled.
- (4) Please bring appropriate insurance card and referral if needed.
- (5) Although we usually perform the procedure during your initial visit to this clinic, it may be necessary to perform a consultation on this visit instead. It is possible that the provider will refer you to another provider or bring you back on a later date if deemed appropriate for your care.
- (6) If you are taking any blood thinners or aspirin, please ask your provider if this should be stopped 3 days before your appointment with us.
- (7) Make certain that you have had juice and/or breakfast or lunch 2 hours before your appointment.
- (8) We always try to be as prompt as is possible. The clinic dedicates time to each patient as needed and this can be quite unpredictable leading to significant waiting times. Please be understanding.
- (9) Please make certain that you have transportation and assistance if needed for after your appointment.

Please let us know if you have any questions. We look forward to seeing you.