



PATIENT INFORMATION

Patient's Last Name	First Name	MI	Date of Birth (mo/day/year)	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
Mobile Phone	Home Phone	Work Phone		Preferred Phone <input type="checkbox"/> Work <input type="checkbox"/> Home <input type="checkbox"/> Mobile
Patient's Address		City	State	Zip Code
Were you referred by another physician? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, please list his/her name below:				
Primary Care Physician	Primary Care Physician Phone	Referring Physician		
Pharmacy Name	Pharmacy Phone	Pharmacy Address		

BILLING AND INSURANCE INFORMATION

Responsible Party				
Name (if other than patient)		Phone	Relationship to Patient	
Address		City	State	Zip Code
Primary Insurance				
Name of Insured (as it appears on the insurance card)		Relationship to patient	Insured Date of Birth	Insured Phone Number
Insured Address		City	State	Zip Code
Insurance Company		Insurance Plan	Insurance Phone Number	
Insurance Address		Group Number	Member ID Number	
Secondary Insurance				
Name of Insured (as it appears on the insurance card)		Relationship to patient	Insured Date of Birth	Insured Phone Number
Insurance Company		Insurance Plan	Insurance Phone Number	
Insurance Address		Group Number	Member ID Number	

MEDICAL INFORMATION PREFERENCES

May we send you mobile text message reminders of your appointment? (Please check yes or no) <input type="checkbox"/> YES <input type="checkbox"/> NO		
May we leave a detail messages regarding medical information or appointments on your: Mobile phone? <input type="checkbox"/> Yes <input type="checkbox"/> No Home phone? <input type="checkbox"/> Yes <input type="checkbox"/> No Work phone? <input type="checkbox"/> Yes <input type="checkbox"/> No		What is the best time to reach you?
Email? <input type="checkbox"/> Yes <input type="checkbox"/> No Email Address:		
I authorize the release of information including the diagnosis, records, examination rendered to me, and claims information to the following people:		
Name	Phone Number	Relationship to Patient
Name	Phone Number	Relationship to Patient

EMERGENCY CONTACT

Emergency Contact Name	Emergency Contact Phone Number(s)	Relationship to Patient
------------------------	-----------------------------------	-------------------------

Signature of patient or authorized guardian

Printed name of patient or authorized guardian

Date

Name	Today's Date	Date of Birth
------	--------------	---------------

Reason for Visit: _____

PAST MEDICAL HISTORY

Select any of the following medical conditions you currently have:

- | | | | |
|---|---|--|--|
| <input type="checkbox"/> Anxiety
<input type="checkbox"/> Arthritis
<input type="checkbox"/> Asthma
<input type="checkbox"/> Atrial Fibrillation
<input type="checkbox"/> Bone-Marrow Transplant
<input type="checkbox"/> BPH
<input type="checkbox"/> Breast Cancer
<input type="checkbox"/> Colon Cancer | <input type="checkbox"/> COPD
<input type="checkbox"/> Coronary Artery Disease
<input type="checkbox"/> Depression
<input type="checkbox"/> Diabetes
<input type="checkbox"/> End Stage Renal Disease
<input type="checkbox"/> GERD
<input type="checkbox"/> Hearing Loss
<input type="checkbox"/> Hepatitis | <input type="checkbox"/> Hypertension
<input type="checkbox"/> HIV / AIDS
<input type="checkbox"/> Hypercholesterolemia
<input type="checkbox"/> Hyperthyroidism
<input type="checkbox"/> Hypothyroidism
<input type="checkbox"/> Leukemia
<input type="checkbox"/> Lung Cancer
<input type="checkbox"/> Lymphoma | <input type="checkbox"/> Prostate Cancer
<input type="checkbox"/> Radiation Treatment
<input type="checkbox"/> Seizures
<input type="checkbox"/> Stroke
<input type="checkbox"/> NONE
<input type="checkbox"/> Other _____
_____ |
|---|---|--|--|

PAST SURGICAL HISTORY

Have you had any surgeries on the following organs?

- | | | |
|---|---|--|
| <input type="checkbox"/> Appendix (Appendectomy)
<input type="checkbox"/> Bladder (Cystectomy)
<input type="checkbox"/> Breast _____
<input type="checkbox"/> Colon _____
<input type="checkbox"/> Gallbladder (Cholecystectomy)
<input type="checkbox"/> Heart _____
<input type="checkbox"/> Joint Replacement _____
<input type="checkbox"/> Kidney _____ | <input type="checkbox"/> Liver _____
<input type="checkbox"/> Ovaries _____
<input type="checkbox"/> Pancreas: Pancreatectomy
<input type="checkbox"/> Prostate _____
<input type="checkbox"/> Rectum _____
<input type="checkbox"/> Skin: Basal Cell Carcinoma
<input type="checkbox"/> Skin: Melanoma
<input type="checkbox"/> Skin: Skin Biopsy | <input type="checkbox"/> Skin: Squamous Cell Carcinoma
<input type="checkbox"/> Spleen (Splenectomy)
<input type="checkbox"/> Testicles (Orchiectomy)
<input type="checkbox"/> Uterus (Hysterectomy)
<input type="checkbox"/> NONE
<input type="checkbox"/> Other _____ |
|---|---|--|

SKIN DISEASE HISTORY

Have you had any of the following?

- | | |
|--|--|
| <input type="checkbox"/> Acne
<input type="checkbox"/> Actinic Keratoses
<input type="checkbox"/> Asthma
<input type="checkbox"/> Basal Cell Skin Cancer
<input type="checkbox"/> Blistering Sunburns
<input type="checkbox"/> Dry Skin
<input type="checkbox"/> Eczema
<input type="checkbox"/> Flaking or Itchy Scalp | <input type="checkbox"/> Hay Fever / Allergies
<input type="checkbox"/> Melanoma
<input type="checkbox"/> Poison Ivy
<input type="checkbox"/> Precancerous Moles
<input type="checkbox"/> Psoriasis
<input type="checkbox"/> Squamous Cell Skin Cancer
<input type="checkbox"/> NONE
<input type="checkbox"/> Other _____ |
|--|--|

Do you wear Sunscreen? Yes No
 If yes, what SPF? _____

Do you tan in a tanning salon? Yes No

Do you have a family history of Melanoma?

Yes No

If yes, which relative? _____

MEDICATIONS AND ALLERGIES

List all current medications:

List all allergies and reactions if known:



SKIN CANCER FAMILY HISTORY

Mother: _____ Sister: _____
 Brother: _____
 Father: _____ Children: _____

SOCIAL HISTORY

<p>Smoking Status (please choose one):</p> <p><input type="checkbox"/> Current every day smoker</p> <p><input type="checkbox"/> Current some day smoker</p> <p><input type="checkbox"/> Former smoker</p> <p><input type="checkbox"/> Never smoker</p> <p><input type="checkbox"/> Unknown if ever smoked</p> <p>Start smoking (mm/dd/yyyy): _____</p> <p>Quit smoking (mm/dd/yyyy): _____</p> <p>Number of Packs per Day: _____</p> <p>Total Years Smoking: _____</p>	<p>Alcohol Intake (please choose one):</p> <p><input type="checkbox"/> None</p> <p><input type="checkbox"/> 1 or less per day</p> <p><input type="checkbox"/> 1-2 per day</p> <p><input type="checkbox"/> 3 or more per day</p> <p>What is your caffeine use?</p> <p><input type="checkbox"/> Unspecified</p> <p><input type="checkbox"/> Several times a day</p> <p><input type="checkbox"/> Once a day</p> <p><input type="checkbox"/> A few times a week</p> <p><input type="checkbox"/> A few times a month</p> <p><input type="checkbox"/> Never</p> <p><input type="checkbox"/> Other _____</p>	<p>How often do you exercise?</p> <p><input type="checkbox"/> Unspecified</p> <p><input type="checkbox"/> Several times a day</p> <p><input type="checkbox"/> Once a day</p> <p><input type="checkbox"/> A few times a week</p> <p><input type="checkbox"/> A few times a month</p> <p><input type="checkbox"/> Never</p> <p><input type="checkbox"/> Other _____</p> <p>Driving Status</p> <p><input type="checkbox"/> Drive in the Daytime</p> <p><input type="checkbox"/> Drive at Night</p>
---	---	---

Occupation/Workplace: _____ Place of Residence: _____

REVIEW OF SYSTEMS

Please check yes or no for the following:

Yes	No		Yes	No		Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Fever or chills	<input type="checkbox"/>	<input type="checkbox"/>	Immunosuppression	<input type="checkbox"/>	<input type="checkbox"/>	Muscle weakness
<input type="checkbox"/>	<input type="checkbox"/>	Night sweats	<input type="checkbox"/>	<input type="checkbox"/>	Hay fever	<input type="checkbox"/>	<input type="checkbox"/>	Neck stiffness
<input type="checkbox"/>	<input type="checkbox"/>	Unintentional weight loss	<input type="checkbox"/>	<input type="checkbox"/>	Chest pain	<input type="checkbox"/>	<input type="checkbox"/>	Headaches
<input type="checkbox"/>	<input type="checkbox"/>	Problems with bleeding	<input type="checkbox"/>	<input type="checkbox"/>	Thyroid problems	<input type="checkbox"/>	<input type="checkbox"/>	Seizures
<input type="checkbox"/>	<input type="checkbox"/>	Problems with healing	<input type="checkbox"/>	<input type="checkbox"/>	Sore throat	<input type="checkbox"/>	<input type="checkbox"/>	Cough
<input type="checkbox"/>	<input type="checkbox"/>	Problems with scarring	<input type="checkbox"/>	<input type="checkbox"/>	Blurry vision	<input type="checkbox"/>	<input type="checkbox"/>	Shortness of breath
<input type="checkbox"/>	<input type="checkbox"/>	Rash	<input type="checkbox"/>	<input type="checkbox"/>	Abdominal pain	<input type="checkbox"/>	<input type="checkbox"/>	Wheezing
<input type="checkbox"/>	<input type="checkbox"/>	Changes in Moles	<input type="checkbox"/>	<input type="checkbox"/>	Bloody stool	<input type="checkbox"/>	<input type="checkbox"/>	Anxiety
<input type="checkbox"/>	<input type="checkbox"/>	Itching of skin	<input type="checkbox"/>	<input type="checkbox"/>	Bloody urine	<input type="checkbox"/>	<input type="checkbox"/>	Depression
<input type="checkbox"/>	<input type="checkbox"/>	Dryness of skin	<input type="checkbox"/>	<input type="checkbox"/>	Joint aches			

ALERTS

Please check yes or no for the following:

Yes	No		Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Hepatitis C Positive	<input type="checkbox"/>	<input type="checkbox"/>	Artificial joints within past two years
<input type="checkbox"/>	<input type="checkbox"/>	HIV positive	<input type="checkbox"/>	<input type="checkbox"/>	Blood thinners
<input type="checkbox"/>	<input type="checkbox"/>	Allergy to adhesive	<input type="checkbox"/>	<input type="checkbox"/>	Defibrillator
<input type="checkbox"/>	<input type="checkbox"/>	Allergy to lidocaine	<input type="checkbox"/>	<input type="checkbox"/>	MRSA
<input type="checkbox"/>	<input type="checkbox"/>	Allergy to topical antibiotic ointments	<input type="checkbox"/>	<input type="checkbox"/>	Pacemaker
<input type="checkbox"/>	<input type="checkbox"/>	Artificial heart valve	<input type="checkbox"/>	<input type="checkbox"/>	Rapid heartbeat with epinephrine
			<input type="checkbox"/>	<input type="checkbox"/>	Pregnancy or planning a pregnancy



ASSIGNMENT OF BENEFITS

I, _____ (patient name) understand and agree that I am responsible for the total charges for services rendered, and that Elite Dermatology may bill my insurance company, if any, as a courtesy.

In consideration of services rendered, I hereby irrevocably assign and transfer to Elite Dermatology for myself and my "dependent," if applicable, all rights, title and interest in the benefits payable for services rendered which are provided in any insurance policy(ies) or group health plans under which we are insured or provided coverage for health benefits for the purpose of granting Elite Dermatology an independent right of recovery based upon my rights under such policies or group health plans. THIS IS A DIRECT ASSIGNMENT OF MY RIGHTS AND BENEFITS UNDER THIS POLICY.

I hereby appoint Elite Dermatology as my duly authorized representative(s) and attorney-in-fact to act on our behalf, to seek payment of my benefit claims and pursue my rights to medical coverage and the benefits that flow from such coverage, to file appeals related to such claims and to request documents relevant to such claims and direct and authorize any payor to communicate with such authorized representative(s) regarding all of our benefit claims with respect to Elite Dermatology.

I hereby direct payment under any such plans, policies and programs to be made directly to Elite Dermatology for services and items provided to me and my dependents. In the event payment is made to me contrary to this agreement, I will promptly turn over payment in full to Elite Dermatology.

I further assign to Elite Dermatology and its agents all rights, claims or causes of action I may have to request and obtain documents from any health plan and its affiliated insurers, employers and third party administrators that relate to coverage or non-coverage of benefits or payment of charges for medical rendered, including, without limitation, my certificate of coverage, policy and/or summary plan description; any master policy or governing plan document that differs from the certificate of coverage, policy and/or summary plan description; copies of any policies or procedures used to decide my claim; and a complete copy of any other claims adjudication information so that Elite Dermatology can determine if a full and fair review of my claim took place.

I assign to Elite Dermatology and its agents my rights and any claims or causes of action I may have to collect any penalties for my health plan's failure to timely produce this required information.

If my account becomes delinquent and it is referred to an attorney or collection agency, I agree that I will pay all charges, interest from the due date at eighteen percent (18%) or the maximum rate allowable by law, reasonable attorney fees, costs and collection expenses.

Patient's Name (Printed): _____

Representative's Name (if Patient is a dependent): _____

Signature*: _____

Date: _____

*To be signed by Patient or, if Patient is a dependent, Patient's Representative.

SUMMARY OF PRIVACY PRACTICES

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

This is a condensed version of our Notice of Privacy Practices. Our full-length Notice follows this summary.

We understand that your medical information is personal to you, and we are committed to protecting the information about you. As our patient, we create medical records about your health, our care for you, and the services and/or items we provide to you as our patient. By law, we are required to make sure that your Protected Health Information is kept private.

How will we use or disclose your information? Here are a few examples (for more detail please refer to the Notice of Privacy Practices that follows this summary):

- For medical treatment
- For research
- To obtain payment for our services
- To avert a serious threat to health or safety
- In emergency situations
- For organ and tissue donation
- For appointment and patient recall reminders
- For workers' compensation programs
- To run our Practice more efficiently and ensure all our patients receive quality care
- In response to certain requests arising out of lawsuits or other disputes
- If you believe your privacy rights have been violated, you may file a complaint with the Practice or with the Secretary of the Department of Health and Human Services. To file a complaint with the Practice, contact our controller. All complaints must be submitted in writing. You will not be penalized for filing a complaint.
- You have certain rights regarding the information we maintain about you. These rights include:
 - The right to inspect and copy
 - The right to request restrictions
 - The right to amend
 - The right to a paper copy of this notice
 - The right to an accounting of disclosures
 - The right to request confidential communications

For more information about these rights, please see the detailed Notice of Privacy Practices that follows this summary.

NOTICE OF PRIVACY PRACTICES

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE READ IT CAREFULLY

The Health Insurance Portability & Accountability Act of 1996 ("HIPAA") is a Federal program that requires that all medical records and other individually identifiable health information used or disclosed by us in any form, whether electronically, on paper, or orally are kept properly confidential. This Act gives you, the patient, the right to understand and control how your protected health information ("PHI") is used. HIPAA provides penalties for covered entities that misuse protected health information.

As required by HIPAA, we prepared this explanation of how we are to maintain the privacy of your health information and how we may disclose your personal information.

We may use and disclose your medical records only for each of the following purposes: treatment, payment and health care operation.

- Treatment means providing, coordinating, or managing health care and related services by one or more healthcare providers. An example of this would include referring you to a retina specialist.
- Payment means such activities as obtaining reimbursement for services, confirming coverage, billing or collections activities, and utilization review. An example of this would include sending your insurance company a bill for your visit and/or verifying coverage prior to a surgery.



- Health Care Operations include business aspects of running our practice, such as conducting quality assessments and improving activities, auditing functions, cost management analysis, and customer service. An example of this would be new patient survey cards.
- The practice may also disclose your PHI for law enforcement and other legitimate reasons although we shall do our best to assure its continued confidentiality to the extent possible.

We may also create and distribute de-identified health information by removing all reference to individually identifiable information.

We may contact you, by phone or in writing, to provide appointment reminders or information about treatment alternatives or other health-related benefits and services, in addition to other fundraising communications, that may be of interest to you. You do have the right to "opt out" with respect to receiving fundraising communications from us.

The following use and disclosures of PHI will only be made pursuant to us receiving a written authorization from you:

- Most uses and disclosure of psychotherapy notes;
- Uses and disclosure of your PHI for marketing purposes, including subsidized treatment and health care operations;
- Disclosures that constitute a sale of PHI under HIPAA; and
- Other uses and disclosures not described in this notice.

You may revoke such authorization in writing and we are required to honor and abide by that written request, except to the extent that we have already taken actions relying on your authorization.

You may have the following rights with respect to your PHI:

- The right to request restrictions on certain uses and disclosures of PHI, including those related to disclosures of family members, other relatives, close personal friends, or any other person identified by you. We are, however, not required to honor a request restriction except in limited circumstances which we shall explain if you ask. If we do agree to the restriction, we must abide by it unless you agree in writing to remove it.
- The right to reasonable requests to receive confidential communications of PHI by alternative means or at alternative locations.
- The right to inspect and copy your PHI.
- The right to amend your PHI.
- The right to receive an accounting of disclosures of your PHI.
- The right to obtain a paper copy of this notice from us upon request.
- The right to be advised if your unprotected PHI is intentionally or unintentionally disclosed.

If you have paid for services "out of pocket", in full, and you request that we not disclose PHI related solely to those services to a health plan, we will accommodate your request, except where we are required by law to make a disclosure.

We are required by law to maintain the privacy of your PHI and to provide you the notice of our legal duties and our privacy practice with respect to PHI. This notice is effective as of 01/01/2018 and it is our intention to abide by the terms of the Notice of Privacy Practices and HIPAA Regulations currently in effect. We reserve the right to change the terms of our Notice of Privacy Practices and to make the new notice provision effective for all PHI that we maintain. We will post and you may request a written copy of the revised Notice of Privacy Practices from our office.

You have recourse if you feel that your protections have been violated by our office. You have the right to file a formal, written complaint with our office or with the Department of Health and Human Services, Office of Civil Rights. We will not retaliate against you for filing a complaint.

Feel free to contact the Practice Compliance Officer in writing for more information.



By signing this form, you acknowledge that you have read and understand our Notice of Privacy Practices and consent to our use and disclosure of protected health information about you for the purpose of treatment, coverage and payment from your health insurance company and overall health care operations. You have the right to revoke this consent in writing with your signature.

Patient Printed Name

Patient Signature

Today's Date



NOTICE OF PATIENT RIGHTS AND RESPONSIBILITIES

This document is meant to inform our patients of their rights and responsibilities while they are undergoing medical care. To the extent permitted by law, patient rights may be delineated on behalf of the patient to the patient's guardian, next of kin, or legally authorized responsible person if the patient (a) has been adjudicated incompetent in accordance with the law, (b) is found to be medically incapable of understanding the proposed treatment or procedure, (c) is unable to communicate his, her, or their wishes regarding treatment, or (d) is a minor. If there are any questions regarding the contents of this notice, please notify any staff member.

Patient Rights

1. **Access to Care.** You will be provided with impartial access to treatment and services within this practice's capacity and availability and in keeping with applicable laws and regulations. This is true regardless of race, creed, sex, national origin, religion, sexual orientation, gender identity, disability or handicap, or source of payment for care or services.
2. **Respect and Dignity.** You have the right to considerate, respectful care and services at all times and under all circumstances. This includes recognition of psychosocial, spiritual, and cultural variables that may influence the perception of your illness.
3. **Privacy and Confidentiality.** You have the right, within the law, to personal and informational privacy. This includes the right to:
 - Be interviewed and examined in surroundings that ensure reasonable privacy
 - Have a person of your own sex present during a physical examination or treatment
 - Not remain disrobed any longer than is required for accomplishing treatment or services
 - Request transfer to another treatment room if a visitor is unreasonably disturbing
 - Expect that any discussion or consultation regarding care will be conducted discreetly
 - Expect all written communications pertaining to care to be treated as confidential
 - Expect medical records to be read only by individuals directly involved in care, quality-assurance activities, or the processing of insurance claims. No other persons will have access without your written authorization.
4. **Personal Safety.** You have the right to expect reasonable safety regarding the practice's procedures and environment.
5. **Identity.** You have the right to know the identity and professional status of any person providing services and which physician or other practitioner is primarily responsible for your care.
6. **Information.** You have the right to obtain complete and current information concerning your diagnosis (to the degree known), your treatment, and any known prognosis. This information should be communicated in terms that you understand.
7. **Communication.** If you do not speak or understand the predominant language of the community, you should have access to an interpreter. This is particularly true when language barriers are a continuing problem.
8. **Consent.** You have the right to information that enables you, in collaboration with the physician, to make treatment decisions.
 - Consent discussions will include an explanation of the condition, the risks and benefits of treatment, and the consequences of no treatment.
 - Except in the case of incapacity or life-threatening emergency, you will not be subjected to any procedure unless you provide voluntary, written consent.
 - You will be informed if the practice proposes to engage in research or experimental projects affecting its care or services. If it is your decision not to take part, you will continue to receive the most effective care the practice otherwise provides.
9. **Consultation.** You have the right to accept or refuse medical care to the extent permitted by law. However, if refusing treatment prevents the practice from providing appropriate care in accordance



with ethical and professional standards, your relationship with this practice may be terminated upon reasonable notice.

10. **Charges.** Regardless of the source of payment for care provided, you have the right to request and receive itemized and detailed explanations of any billed services.
11. **Rules and Regulations.** You will be informed of the practice's rules and regulations concerning your conduct as a patient at this facility. You are further entitled to information about the initiation, review, and resolution of patient complaints.

Patient Responsibilities

1. **Keep Us Accurately Informed.** You have the responsibility to provide, to the best of your knowledge, accurate and complete information about your present complaints, past illnesses, hospitalizations, medications, and other matters relating to your health, including unexpected changes in your condition.
2. **Follow Your Treatment Plan.** You are responsible for following the treatment plan recommended by the physician. This may include following the instructions of health care personnel as they carry out the coordinated plan of care, implement the physician's orders, and enforce the applicable practice rules and regulations.
3. **Keep Your Appointments.** You are responsible for keeping appointments and, when unable to do so for any reason, for notifying this practice.
4. **Take Responsibility for Noncompliance.** You are responsible for your actions if you do not follow the physician's instructions. If you cannot follow through with the prescribed treatment plan, you are responsible for informing the physician.
5. **Be Responsible for Your Financial Obligations.** You are responsible for ensuring that the financial obligations of health care services are fulfilled as promptly as possible and for providing up-to-date insurance information.
6. **Be Considerate of Others.** You are responsible for being considerate of the rights of other patients and personnel and for assisting in the control of noise, smoking, and the number of visitors. You also are responsible for being respectful of practice property and property of other persons visiting the practice.
7. **Be Responsible for Lifestyle Choices.** Your health depends not just on the care provided at this facility but on the long-term decisions you make in daily life. You are responsible for recognizing the effects of these decisions on your health.

Patient Printed Name

Patient Signature

Today's Date



FINANCIAL POLICY FORM

Thank you for choosing Elite Dermatology as your health care provider. Providing quality medical care for our patients is our primary concern. The following is a summary of our financial policy. We would be happy to provide further clarification if necessary. We ask that you read and sign the following to acknowledge that you have been advised of your financial responsibility for medical services provided here.

We will bill your insurance company as a courtesy to you if we are a designated provider on your insurance plan. We accept Medicare and will file all claims for patients with Medicare as well as any secondary insurance card. If your insurance is a plan for which we are not a designated provider, we are more than willing to provide care and you will be responsible for payment at the time of service. In order to properly bill your insurance company we require that you disclose all insurance information including primary and secondary insurance, as well as, any change of name, address, or insurance information. Failure to provide complete insurance and personal information may result in patient responsibility for the entire bill.

If you wish to be seen at Elite Dermatology, you are responsible for payment of all co-pays and or deductible charges at the time of service. A staff member will discuss with you our best estimate of the likely costs involved in your procedure(s) and review your financial responsibility. Since insurance is a contract between you and your insurance company, it is the insurance company that makes the final determination of your eligibility and benefits. Once your insurance claim has been processed an official decision will be sent to you in the form of an EOB (explanation of benefits). I understand that if my insurance does not pay, I am responsible for payment. Please remember that insurance policies may not cover all conditions and fees; even some care that you and your healthcare provider have good reason to think you need. To be fully aware of your schedule of benefits, please read your insurance policy or talk with an insurance representative.

Some procedures performed at Elite Dermatology are considered cosmetic and will not be covered by insurance. You will be financially responsible for these services. Any laboratory analysis that we require, but do not perform in-house will be sent to an external laboratory as required by your insurance. You may receive a separate bill for laboratory services.

We accept payment in the form of cash and credit or debit card. We do not accept checks.

Telemedicine appointments may not be covered by your insurance, if this is the case you will be responsible for the self-pay cost.

Statements and billing correspondence are sent only when you have a balance on your account. They will show whether your insurance company has fulfilled their obligation to you, the policy owner, to pay claims in a timely manner. Statements will show insurance payments and your remaining balance. In some instances, after insurance and self-pay balances have been paid, you may have a credit on your account. If you have an upcoming appointment, this credit will be left on your account to be applied to your future visits. If you do not have an upcoming appointment, a refund will be processed (via credit card or check) for all credits over \$10. Credits that are below \$10 will remain on your account for future use, unless you (the patient) specifically request the funds be returned. If the balance is not used or there has been no communication from you regarding this balance in 3 years, we are required by state law to report the balance to the State as unclaimed property.



If you are not going to be able to attend a scheduled appointment, 24 hours advance notice is requested. If you do not do so, we reserve the right to charge the following "late cancellation or no-show fee:" \$35.00 for an office visit | \$75.00 for a procedure visit (surgery) | \$100.00 for cosmetic or MOHS Surgery appointments

You have a right to a copy of your medical records. A charge may be incurred upon request.

To contact the billing department: # 1-888-222-2125, then dial extension 888.

I have read this financial policy and understand that I have financial responsibility for payment of medical services provided by Elite Dermatology, and hereby assume and guarantee payment of all expenses incurred during my office visit. Should legal action be required to secure payment of this account, I agree to pay the legal expenses incurred by this office.

Patient Printed Name

Patient Signature

Today's Date

COSMETIC CANCELLATION AND REFUNDS POLICY

Elite Dermatology understands that sometimes it's necessary to postpone or cancel an appointment. Please review our guidelines for such situations, and be sure to notify us as soon as possible if you have a change of plans that necessitates a rescheduling or cancellation.

Should a situation arise that could cause you to reschedule, postpone, or cancel a cosmetic procedure, Elite Dermatology requires a 48-hour cancellation notice.

If you cancel any cosmetic procedures with less than 48 hours' notice, you will forfeit your nonrefundable deposit as a no-show charge. You will also be subject to a cancellation fee of 10% of total charge.

All pre-paid cosmetic services and procedure series/packages **MUST** be used within 12 months (1 year) of purchase. Any deposits or money paid toward cosmetic services that are not used within 12 months of the payment will be forfeited as a no-show charge.

Any plastic surgery deposits or payments that are unused within 12 months (1 year) of the payment will be forfeited as a no-show charge.

Once services are rendered or products sold, there are no refunds. Cosmetic procedures come with no warranty (guaranteed or implied) of any certain result. Perceived lack of improvement in one's condition does not translate into any type of refund.

We appreciate your courtesy.

Thank you for choosing Elite Dermatology.

Patient Printed Name

Patient Signature

Today's Date

PA CONSENT

This facility has on staff a physician assistant to assist in the delivery of medical care.

A physician assistant is not a doctor. A physician assistant is a graduate of a certified training program and is licensed by the state board. Under the supervision of a physician, a physician assistant can diagnose, treat and monitor common acute and chronic diseases as well as provide health maintenance care.

“Supervision” does not require the constant physical presence of a supervising physician, but rather overseeing the activities of and accepting responsibility for the medical services provided.

A physician assistant may provide such medical services that are within his/her education, training and experience. These services may include:

- **Obtaining histories and performing physical exams**
- **Ordering and/or performing diagnostic and therapeutic procedures**
- **Formulation a working diagnosis**
- **Developing and implementing a treatment plan**
- **Monitoring the effectiveness of therapeutic interventions**
- **Performing minor surgeries**
- **Offering counseling and education**
- **Supplying sample medications and writing prescriptions (where allowed by law)**
- **Performing cosmetic procedures: dermal fillers, Botox, Dysport, Jeuveau, PRP injections**
- **Making appropriate referrals**

I have read the above, and hereby consent to the services of a physician assistant for my health care needs.

I understand that at any time I can refuse to see the physician assistant and request to see a physician.

Patient Printed Name

Patient Signature

Today's Date



Authorization to Treat Minor Patient in Absence of Parent/Guardian

I, _____, the parent and legal guardian of _____, hereby
(name of parent/guardian) (name of child)

authorize _____ to accompany my above-named child to office visits
(name of adult accompanying child to office)

with _____ and to consent to the examination and/or treatment of
(name of physician/physicians/practice)
of my child during the office visits.

This authorization:

- Is effective only on _____ (month/day/year).
- Is effective from _____ to _____ month/day/year.
- Is effective until revoked by me in writing.

I reserve the right to revoke this authorization at any time by writing to the above named physician/practice. I understand that my child (under 18 years of age) cannot attend his/her appointment without the accompaniment from the adult listed above.

Signature of Parent/Guardian

Date

Signature of Witness

Date