

Returning Patient Information

Patient Name		Date	
Address		Best Contact Number	

Race	Ethnic Group	Language
<input type="checkbox"/> Declined <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Other Race	<input type="checkbox"/> Declined <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino	<input type="checkbox"/> Arabic <input type="checkbox"/> Chinese <input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> German <input type="checkbox"/> Russian <input type="checkbox"/> Spanish <input type="checkbox"/> Vietnamese <input type="checkbox"/> Japanese <input type="checkbox"/> Other

Pharmacy Name	
City	
Cross Street(s)	

Primary Care Physician	
Address/City	
Phone/Fax	

Sign Me Up for Portal	(Email required) <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Already Signed Up
Email Address	

Office Policy

Welcome!

We look forward to seeing you for your appointment. Enclosed you will find information forms that we would like you to complete prior to your first visit. Please mail them back to use or bring them with you for your appointment. Your clear understanding of our office policy is important.

Your First Visit

Please bring your insurance card on your first visit so that it may be copied for your file. It is a good idea to bring your card to every appointment. If your insurance ever changes, it is especially important to let us know and bring your new card. Please arrive 15 minutes before your first appointment so that all paperwork can be completed.

Contracted HMO and PPO Plans

If our physicians are covered providers in your PPO or HMO plan, any co-pay or deductible is due at the time of service. The balance of your bill will be billed to your insurance, if your HMO requires a referral form from your primary physician; it is your responsibility to have this by the day of your visit. If an appropriate referral is not provided, we cannot bill your insurance and you will be fully responsible for the bill at the time of service.

Non-contracted Insurance and Self-Pay Patients

If our physicians are not contracted with your insurance plan or you do not have health insurance, full payment is due at the time of service. We will provide you with a receipt in which you may use to file the insurance claim yourself.

Medicare

Our physicians are Medicare Providers and we do accept assignment on covered services. All Medicare patients are responsible for their 20% co-insurance and annual deductible and these are due at the time of service.

Non-Covered Services

Cosmetic procedures and other medically unnecessary services will not be billed to your insurance and are the patient's responsibility for payment in full at time of service.

Minor Patients

All minor patients (less than 18 years of age) must be accompanied by their parent, grandparent, or legal guardian on their first visit. If under the age of 16, the patient may only be seen with a parent, legal guardian, or grandparent present. Surgical or laser procedures as well as any Accutane related visits must have a legal guardian present if the patient is under the age of 18.

Payments

Payments may be made by cash, check, Visa, MasterCard, or Care Credit. Payments greater than \$200 will not be accepted in cash. A cashier's check or money order will be accepted in lieu of cash.

Missed Appointments

If you are unable to keep your appointment please notify our office at least 24 hours in advance. Failure to provide 24 hour notice will result in a no-show charge and will be collected to the extent permitted by law or applicable payor contracts. The no-show fee is \$50 for a Monday-Friday regular medical visit and \$100 for Saturday appointments. The no-show fee is \$99 for a cosmetic consultation and \$250 for a cosmetic procedure. No-show charges are not billable to your insurance.

Scheduling

Patients are not always called in order of arrival due to the fact that appointments may be with any one of our providers, nurse, or the clinical staff. We make every effort for you to be seen at your scheduled time; however, unforeseen emergencies or complicated or unusually ill patients may cause us to run behind. Please be understanding in that someday your emergency or illness may affect others.

Children

Please do not leave children under the age of twelve unattended in the waiting room.

X _____
(Signature of Patient or Legal Representative)

Today's Date _____

**Premier Dermatology invites you to join our patient portal. Access your health information...
Anytime. Anywhere.**



- **Request Medication Refills (Health Summary tab)**
- **View Clinical Summary (Visit/Results tab)**
- **View Health Summary**
- **View and Confirm Upcoming Appointments**
- **Request Updates to Your Information**

What is a Patient Portal?

A patient portal is a secure online website that gives you convenient 24-hour access to your personal health information and medical records—called an Electronic Health Record or EHR—from anywhere with an Internet connection.

Why is a Patient Portal Important?

Accessing your personal medical records through a patient portal can help you be more actively involved in your own health care. Accessing your family members' health information can help you take care of them more easily. Also, patient portals offer self-service options that can eliminate phone tag with your doctor.

What if I don't receive a registration email?

Be patient. The emails may take a few minutes to deliver. You may also check your junk mail or spam folders to see if the email was routed there by mistake. If necessary, you can call the office to re-send the registration email. Also, failure to register your portal account within three days will inactivate your registration. If this happens, please contact the office to send you a new registration.

Is my Information Safe?

Yes. Patient portals have privacy and security safeguards in place to protect your health information. Always remember to protect your user name and password from others and make sure to only log on to the patient portal from a personal or secure computer.

www.healthportalsite.com

Provide us with your preferred email address so we can give you access to the Patient Portal



A Portal Registration email is automatically sent to you containing a registration link



Click on the registration link



Enter the requested personal information to verify your identity



Follow the instructions for creating a user name and password



Confirm your personal and insurance information on the next screen



EXPLORE!