



Nancy Pelc, MD
 Denise Smith, MD
 Tiffany Pickup, MD
 Megan Waters, PA-C
 Meg Jez, PA-C
 Tara Lair, PA-C

Appointment Date: _____ Account: _____

PATIENT INFORMATION

Last name: _____ First: _____ MI: _____ Marital status: S M D W

Birth date: / / Age: Gender: M F Social Security #: - -

Preferred Method of Contact:
 Text Message
 Cell Phone
 Email/Patient Portal
 Home Phone
 Work Phone

Home Address:

Street _____ City _____ State _____ Zip Code _____

Home Phone:() - Cell Phone:() - Work Phone: () -

Email: _____ Ethnicity: Hispanic/Latino Race: Asian African American White
 Not Hispanic/Latino Pacific Islander Native Hawaiian Other

Occupation: _____ Employer: _____ Employer phone: () -

Employer Address:

Street _____ City _____ State _____ Zip Code _____

Primary Care Physician:

Phone: () - Address: _____

FAMILY INFORMATION

Names of family members seen here: _____

Would you prefer: One Monthly Bill Per Family Member Or One Monthly Bill Per Family

SPOUSE INFORMATION

Last name: _____ First: _____ MI: _____ Birth date: / /

INSURANCE INFORMATION (PLEASE GIVE YOUR INSURANCE CARD TO THE RECEPTIONIST)

Primary Insurance: _____ Secondary Insurance: _____ Tertiary Insurance: _____

Subscriber Name & Relationship to Insured: _____ Subscriber Name & Relationship to Insured: _____ Subscriber Name & Relationship to Insured: _____

Subscriber SS #: _____ Subscriber SS #: _____ Subscriber SS #: _____

Subscriber DOB: _____ Subscriber DOB: _____ Subscriber DOB: _____

Insured Employer Name: _____

The above information is true to the best of my knowledge. I hereby authorize Dermatology Specialists of Greater Cincinnati to treat the above-named patient and I authorize Dermatology Specialists of Greater Cincinnati to release any information required to process my claims. I authorize my insurance benefits be paid directly to Dermatology Specialists of Greater Cincinnati.

Signature of Patient/Guardian _____ Date: _____

FINANCIAL POLICY

1. **Insurance.** Dermatology Specialists of Greater Cincinnati participates in most insurance plans in the area, including Medicare. All patients must complete a registration form before seeing the doctor. We must also obtain a copy of your driver's license and proof of insurance coverage. Every six months you will be asked to present the insurance cards for all insurances you have (primary, secondary, etc.). Additionally, it is your responsibility to promptly notify us of any changes to the insurance information you have provided us and ensuring your insurance plan doesn't require a referral. Please contact your insurance company with any questions you may have regarding your coverage or benefits.

2. **Co-payments and Deductibles.** Co-payments must be paid at the time of service to the front desk during the check-in process. Additionally, it is your responsibility to ensure that deductibles and co-insurances are paid in a timely manner. This arrangement is part of your contract with your insurance company.

3. **Claims Submission.** We will submit your claims and assist you in any way we reasonably can to help get your claims paid. Your insurance company may need you to supply certain information directly. It is your responsibility to comply with their request.

4. **Self-Pay.** If you have no medical insurance, Dermatology Specialists of Greater Cincinnati may offer a discount if payment is made at the time of service. For an initial consult with a physician, patients with no insurance will be required to pay a \$70.00 deposit prior to being seen. Any additional charges for the visit, tests or other services rendered, you will be notified and expected to pay at the end of the visit.

5. **Cosmetic.** All cosmetic procedures and products are paid in full at the end of the visit. Unopened products can be returned within seven days of purchase. We do not accept personal checks as a form of payment for these services.

6. **Nonpayment.** Balances are expected to be paid in full. Dermatology Specialists of Greater Cincinnati can offer a payment plan to resolve balances in a timely manner. Please be aware that if a balance remains unpaid for 90 days, we will refer your account to a collection agency.

7. **Return Check.** The charge for a returned check is \$25 payable by cash or money order. This will be applied to your account in addition to the insufficient funds amount.

8. **Refunds.** Patients refunds over \$5.00 will be processed within 45 days.

9. **Forms of Payment.** We accept cash, personal checks, MasterCard, Visa, American Express and Discover.

Dermatology Specialists of Greater Cincinnati is committed to providing the best experience possible for our patients. As a patient of Dermatology Specialists of Greater Cincinnati, you are ultimately responsible for understanding your insurance benefits and meeting your financial obligations. As your health care partner, we are here to help you throughout the process. If you have questions about this policy, please call (513) 231-1575.

I have read and understand the financial policy and agree to abide by its guidelines:

Signature of Patient or Responsible Party

Date

PRIVACY & COMMUNICATION PREFERENCES

Patient Last name:

First:

MI:

Do you give our office permission to discuss your medical information with family members? Yes No

If yes, please provide names, phone numbers and relationship of those family members: _____

May we leave personal medical information on your answering machine or cell phone? Yes No

May we email personal medical information to you using our Patient Portal? Yes No

NOTICE OF PRIVACY PRACTICES ACKNOWLEDGEMENT

I understand that, under the Health Insurance Portability & Accountability Act of 1996 (HIPAA), I have certain rights to privacy regarding my protected health information. I understand that this information can be used to: Conduct, plan and direct my treatment and follow-up among the multiple healthcare providers who may be involved in that treatment directly or indirectly, obtain payment from third party payers, and/or conduct normal healthcare operations such as quality assessments and physician's certification. I have received, read and understand your Notice of Privacy Practices containing a more complete description of the uses and disclosures of my health information. I understand that this organization has the right to change its Notice of Privacy Practices from time to time and that I may contact Dermatology Specialists of Greater Cincinnati at 7794 Five Mile Road Suite 240 Cincinnati, Ohio 45230 to obtain a current copy of the Notice of Privacy Practices. The complete Privacy Practices Notice for this office is displayed in the waiting room or a copy can be given to you. I understand that I may request in writing that you restrict how my private information is used or disclosed to carry out treatment, payment or health care operations. I also understand you are not required to agree to my requested restrictions, but if you do agree then you are bound to abide by such restrictions.

Signature : _____

Date : _____ **Relationship to Patient:** _____

Patient Name:

Patient Date of Birth:

Chart #:

CONDITION	Yes	No	Family History?	Relationship?	Preferred Pharmacy Information	
Arthritis					Pharmacy Name:	
Artificial Joint					Pharmacy Phone:	
Asthma					Pharmacy Address:	
Bladder					Please list all current medications below OR if patient is taking no medications check here <input type="checkbox"/>	
Blood Clots					1.	
Bowel					2.	
Diabetes					3.	
Eczema					4.	
Fainting					5.	
Glaucoma					6.	
Hay Fever					7.	
Heart Attack					8.	
Heart Disease					9.	
Heart Murmur					10.	
Hepatitis						
HIV/AIDS						
Irregular Heartbeat						
Kidney						
Liver						
Melanoma						
Mitral Valve						
Pacemaker						
Psoriasis						
Seizures						
Skin Cancer						
Stomach						
Stroke						
Thyroid						
Other:						

PREVIOUS SURGERIES:				SMOKING STATUS:		YES	NO
1.				Current Every Day			
2.				Current Some Days			
3.				Former Smoker			
4.				Never Smoker			
LIST ANY ALLERGIES TO MEDICATIONS:	ALLERGIES TO:	YES	NO	SUN EXPOSURE:	YES	NO	
1.	Polysporin			History of excessive sun exposure?			
2.	Neosporin			Continues sun exposure without protection?			
3.	Band Aids			History of or current tanning bed use?			
4.	Adhesives			Uses high SPF sunscreen during sun exposure?			
5.	Latex			Wears a hat?			
6.	Local Anesthesia			Wears sunscreen only sometimes?			
7.	Other:			Avoids sun exposure?			

COMPLETE SKIN EXAM: A complete skin exam is very important for early detection of skin cancer. <u>A complete skin exam would require you to undress.</u> We recommend a skin exam today, included in your scheduled appointment at no additional cost.	YES	NO	WAIST UP

FEMALES ONLY:	YES	NO
Do you have a regular monthly period?		If no, please explain:
Are you pregnant?		What form of contraception do you use?
Are you trying to become pregnant?		Date of your last period: / /
Are you currently breastfeeding?		