



Dear New Patient:

We would like to take the opportunity to welcome you to our practice and to thank you for choosing our providers to participate in your healthcare.

Please take a few moments and review the information below prior to your visit. Included in this packet are a:

1. Demographic form
2. HIPPA Privacy / Financial Form
3. Medical History Form
4. Credit Card on File Policy
  - a. We will need your credit card information at the time of your visit. If we do not have a card on file, please call (513) 231-1575 to give the information securely to one of our staff or we will attempt to call you before your scheduled appointment or lastly you will be asked at the time of your visit. The information will be held in a secure gateway until your insurance has processed your visit and notifies us the amount of your share. The balance owed by you will be charged to your credit card and we will email you a receipt.

We kindly request that you complete the enclosed forms prior to your visit and mail or fax them to our office. If your appointment is less than 7 days from now, please fax the forms to the office at 1-855-818-3918. If you cannot return the forms before your visit, please arrive approximately 5 minutes before your scheduled appointment, so the office staff can process your paperwork.

On the day of your appointment, please bring the following:

1. Current insurance card
2. Photo ID card
3. Credit Card to keep on file
4. Preferred pharmacy contact information
5. Copay if applicable (We accept cash, check, Mastercard, Visa, Discover, HAS and FSA cards)

Please note that any patient under the age of 18 must be accompanied by a parent or legal guardian at the first appointment in order to receive treatment. A parent or legal guardian can complete an authorization form to allow a minor to receive treatment unaccompanied by a parent or legal guardian at future appointments. If you do not have insurance, please contact our billing office prior to your appointment to discuss payment arrangements.

Before your visit, please verify with your insurance company that Dermatology Specialists of Greater Cincinnati is in your network and verify what pathology lab we can use if a biopsy is recommended. Contact the office if you have questions and we look forward to caring for you.

Sincerely,

The providers and staff at Dermatology Specialists of Greater Cincinnati