

Alaska Center for Dermatology, P. C.

3841 Piper Street | Suite T4-020 | Anchorage, AK 99508 | telephone 907.646.8500 | fax 907.646.9760

Patient Registration Form

Please print all information clearly.

Patient	
Name _____ Date of Birth ____/____/____ <small>first middle initial last</small>	
Nickname _____ SS# ____/____/____ Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Mailing Address: _____ <small>city state zip</small>	
Primary Phone: _____ <small>(please choose ONE of the following)</small> <input type="checkbox"/> OK to call, leaving detailed message if no answer <input type="checkbox"/> OK to call, leaving message with call-back number only if no answer <input type="checkbox"/> OK to call, but leave no message if no answer	Work Phone: _____ <small>(please choose ONE of the following)</small> <input type="checkbox"/> OK to call, leaving detailed message if no answer <input type="checkbox"/> OK to call, leaving message with call-back number only if no answer <input type="checkbox"/> OK to call, but leave no message if no answer
Other Phone: _____ <small>(please choose ONE of the following)</small> <input type="checkbox"/> OK to call, leaving detailed message if no answer <input type="checkbox"/> OK to call, leaving message with call-back number only if no answer <input type="checkbox"/> OK to call, but leave no message if no answer	Who should we contact in the event of an emergency? Name _____ Phone(s) _____ Relationship to Patient _____
May we discuss your condition with a member of your household? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, with whom? _____ Relationship to Patient _____	
Were you referred to us by another doctor? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, by whom? _____	
Ethnicity: <input type="checkbox"/> Non-Hispanic <input type="checkbox"/> Hispanic <input type="checkbox"/> Prefer not to answer	
Race: <input type="checkbox"/> Caucasian or European American <input type="checkbox"/> African American <input type="checkbox"/> Asian or Asian American <input type="checkbox"/> Native Alaskan or Native American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> Prefer not to answer	
Preferred Language: _____	
Insurance <i>(Please present insurance card(s) and a photo ID to receptionist for scanning.)</i>	
Do you have Primary Insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes: Insurance Name _____ Policy Holder's Name _____ Date of Birth _____ Relationship to Patient _____	
Do you have Secondary Insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes: Insurance Name _____ Policy Holder's Name _____ Date of Birth _____ Relationship to Patient _____	
Please complete the following if the patient is a minor or disabled. <i>(The person accompanying the patient today is considered the "Responsible Party".)</i>	
Responsible Party Name _____ Date of Birth ____/____/____ SS# ____/____/____	
Mailing Address: _____ <small>city state zip</small>	
Assignment and Release <i>I authorize the release of any information to my referring physician. I hereby authorize Alaska Center for Dermatology to furnish my information to insurance carriers upon their written request and hereby assign to Alaska Center for Dermatology all payments for medical services rendered to the above patient.</i>	
_____ Patient Signature (or Responsible Party)	_____ Date

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PEdiAtriC DeRmAtology InTake FoRm- NeW

Patient Name _____ Date of Birth _____
Parent/s Name: _____ Childs Hobbies/Interests: _____

Reason for Visit _____ Pref. Pharmacy & Location _____

Medication/Allergies:

Do you take any prescription or non-prescription medication? Yes No If Yes, please list:

1. _____ 2. _____ 3. _____
4. _____ 5. _____ 6. _____

Please list all allergies to medication: No Known Drug Allergies

1. _____ 2. _____ 3. _____

Skin	Yes	No
Have you ever had skin cancer?	<input type="checkbox"/>	<input type="checkbox"/> If Yes, what type? _____
Has anyone in your family had skin cancer?	<input type="checkbox"/>	<input type="checkbox"/> If Yes, what type? _____
Do you have a history of any specific skin diseases?	<input type="checkbox"/>	<input type="checkbox"/> If Yes, please list: _____
Do you have problems with healing or develop keloids?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have any Birthmarks?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a personal history of Eczema?	<input type="checkbox"/>	<input type="checkbox"/>
Do you develop skin rashes in reaction to <input type="checkbox"/> Medications? <input type="checkbox"/> Food? <input type="checkbox"/> Environment?		
If Yes, please explain: _____		
Do you have food allergies? If yes, please list: _____		
Are there any pets in the Household? If yes, what kind? _____		

Medical History

Do you have now or have you ever had:

Asthma Allergies/hay fever Congenital heart problems/defects Diabetes Arthritis Constipation
 Ulcerative colitis/crohn's Chronic Headaches Depression/Anxiety thyroid problems Tuberculosis
 Hepatitis B/C HIV/AIDS Seizures

History of Cancer? Yes No If Yes, what type and where: _____

If Yes, what was your treatment: _____

Do you have problems with your immune system? Yes No If Yes, is cause identified? _____

List any surgeries you have had in the last six months: _____

Development

Birth History (problems with pregnancy, on time vs. premature delivery, birth weight):

Has your child's growth, gross motor, and language development been in the normal range? _____

Family History

Birthmarks: _____ Hair/teeth/nail problems: _____

Skin Disease: _____ Autoimmune disease: _____

Skin Cancer: _____ Asthma/Allergies: _____

Bleeding Disorders: _____ Is there anything else you would like to share about your child?

Signature of Parent/Guardian: _____ Date _____

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PAYMENT FOR SERVICES

Please read, initial where indicated, and sign below.

PATIENT RESPONSIBILITY

- Insurance coverage is not a guarantee of payment. (_____ initial)
- We will bill your insurance if you present your insurance card(s) at the time of your appointment. It is important for you to know that **we are not contracted with your insurance carrier**. This means that you are responsible for monitoring the processes of your insurance company to make certain your claim is processed in a timely manner, for contacting them if you have questions as to how your claim was processed, and that you are ultimately responsible for payment of services rendered. (_____ initial)
- Any co-payments or “patient responsibility” percentages must be paid at the time of service. (_____ initial)
- **If we do not receive a response from your insurance company within forty-five days from the date we bill them, the balance will become your responsibility.** (_____ initial)
- You will receive a statement for any remaining balance after all applicable insurances have been applied. That balance is due in full at that time. (_____ initial)
- If we do not receive your payment in full within 90 days from the date of the first statement, your account may be turned over to a third-party collection agency. (_____ initial)

We also recommend that you research your insurance benefits prior to your office visit, as there could be reasons why your insurance may not pay for your visit. These reasons might include the following:

- Your deductible has not been met. *Many policies have separate, higher deductibles for surgical procedures. All of the procedures performed in this office, including certain types of injections, are considered to be surgical procedures.*
- You have not received the proper referral or preauthorization for the visit or procedure. *If your insurance company requires preauthorization, it is your responsibility to obtain it before the procedure is performed. Remember, preauthorization is not a guarantee of payment.*
- The services or procedures are not covered by your insurance. *We will inform you when we know a treatment/procedure will not be covered, but many times it is not possible for us to know with certainty, as this varies greatly among insurance companies, and because they will not make a final determination until they have received the claim. If there is any uncertainty about coverage, we will be happy to provide you with an estimate of your fees before treatment is given. You are responsible to pay for the non-covered services at the time of the visit.*

We accept cash, checks, and all major credit cards. If a payment in check form is returned to us because of insufficient funds, you will be charged a \$25 fee. Payment **in full** at the time of service is required in the following circumstances:

- You do not have insurance coverage.
- You have not brought your insurance card(s) with you.
- You have not met your deductible.
- A contract is required by your policy and we are not contracted with your insurance carrier.
- A referral or preauthorization is required by your policy you have not obtained one.
- Any cosmetic services (Many of these treatments will also require a prepayment.)
- Any procedures or treatments we believe are not covered by insurance.

LABORATORY AND PATHOLOGY SERVICES

We use a laboratory of our choice for laboratory services unless you request otherwise. The lab will bill separately for these services. We will share your insurance information with the lab so that they may file a claim with your carrier. The lab will then bill you for any remaining balance. You will need to contact them directly for any questions regarding their bill.

By my signature below, I acknowledge that I have read and that I understand the above statements and am willing to accept responsibility to pay for services rendered if my insurance does not cover them. I also understand that I am responsible for laboratory and pathology charges as well. This authorization is not limited in time.

Patient Signature (or Responsible Party)

Date

Alaska Center for Dermatology, P.C.

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 review it carefully.

We are required by law to provide you with this notice that explains our privacy practices with regard to your medical information and how we may use and disclose your protected health information for treatment, payment, and for health care operations, as well as for other purposes that are permitted or required by law. You have certain rights regarding the privacy of your protected health information and we also describe them in this notice.

Ways in Which We May Use and Disclose Your Protected Health Information:

The following paragraphs describe different ways that we use and disclose your protected health information. We have provided an example for each category, but these examples are not meant to be exhaustive. We assure you that all of the ways we are permitted to use and disclose your health information fall within one of these categories.

Treatment. We will use and disclose your protected health information to provide, coordinate, or manage your health care and any related services. We will also disclose your health information to other physicians who may be treating you. Additionally we may from time to time disclose your health information to another physician who we have requested to be involved in your care. For example – we would disclose your health information to a specialist to whom we have referred you for a diagnosis to help in your treatment.

Payment. We will use and disclose your protected health information to obtain payment for the health care services we provide you. For example – we may include information with a bill to a third-party payer that identifies you, your diagnosis, procedures performed, and supplies used in rendering the service.

Health Care Operations. We will use and disclose your protected health information to support the business activities of our practice. For example – we may use medical information about you to review and evaluate our treatment and services or to evaluate our staff's performance while caring for you. In addition, we may disclose your health information to third party business associates who perform billing, consulting, or transcription services for our practice.

Other Ways We May Use and Disclose Your Protected Health Information:

Appointment Reminders. We will use and disclose your protected health information to contact you as a reminder about scheduled appointments or treatment.

Treatment Alternatives. We will use and disclose your protected health information to tell you about or

to recommend possible alternative treatments or options that may be of interest to you.

Others Involved in Your Care. We will use and disclose your protected health information to a family member, a relative, a close friend, or any other person you identify that is involved in your medical care or payment for care.

Research. We will use and disclose your protected health information to researchers provided the research has been approved by an institutional review board that has reviewed the research proposal and established protocols to ensure the privacy of your health information.

As Required by Law. We will use and disclose your protected health information when required to by federal, state, or local law. You will be notified of any such disclosures.

To Avert a Serious Threat to Public Health or Safety. We will use and disclose your protected health information to a public health authority that is permitted to collect or receive the information for the purpose of controlling disease, injury, or disability. If directed by that health authority, we will also disclose your health information to a foreign government agency that is collaborating with the public health authority.

Worker's Compensation. We will use and disclose your protected health information for worker's compensation or similar programs that provide benefits for work-related injuries or illness.

Inmates. We will use and disclose your protected health information to a correctional institution or law enforcement official if you are an inmate of that correctional institution or under the custody of the law enforcement official. This information would be necessary for the institution to provide you with health care; to protect the health and safety of others; or for the safety and security of the correctional institution.

Your Health Information Rights

Although your health record is the physical property of the health care practitioner or facility that compiled it, the information belongs to you. You have the right to:

A Paper Copy of This Notice. You have the right to receive a paper copy of this notice upon request. You may obtain a copy by asking our receptionist at your next visit or by calling and asking us to mail you a copy.

Inspect and Copy. You have the right to inspect and copy the protected health information that we maintain about you in our designated record set for as long as we maintain that information. This designated record set includes your medical and billing records, as well as any other records we use for making decisions about you. Any psychotherapy notes that may have been included in records we received about you are not available for your inspection or copying by law. We may charge you a fee for the costs of copying, mailing, or other supplies used in fulfilling your request.

If you wish to inspect or copy your medical information, you must submit your request in writing to our practice manager, Charity Austin at Alaska Center for Dermatology, 3841 Piper St St T4-020, Anchorage, AK 99508. You may mail in your request, or bring it to our office. We will have 30 days to respond to your request for information that we maintain at our practice site. If the information is stored off-site, we are allowed up to 60 days to respond but must inform you of this delay.

Request Amendment. You have the right to request that we amend your medical information if you feel that it is incomplete or inaccurate. You must make this request in writing to our practice manager, stating exactly what information is incomplete or inaccurate and your reasoning that supports your request.

We are permitted to deny your request if it is not in writing or does not include a reason to support the request. We may also deny your request if:

- the information was not created by us, or the person who created it is no longer available to make the amendment;
- the information is not part of the record which you are permitted to inspect and copy;
- the information is not part of the designated record set kept by this practice; or if it is the opinion of the health care provider that
- the information is not accurate and complete.

Request Restrictions. You have the right to request a restriction or limitation of how we use or disclose your medical information for treatment, payment, or health care operations. *For example* – you could request that we not disclose information about a prior treatment to a family member or friend who may be involved in your care or payment for care. Your request must be made in writing to our practice manager.

We are not required to agree to your request if we feel it is in your best interest to use or disclose that information. However, if we do agree, we will comply with your request unless that information is needed for emergency treatment.

An Accounting of Disclosures. You have the right to request a list of the disclosures of your health information we have made outside of our practice that were not for treatment, payment, or health care operations. Your request must be made in writing and must state the time period for the requested information. You may not request information for any dates prior to April 14, 2003 (the compliance date for the federal regulation) nor for a period of time greater than six years (our legal obligation to retain information).

Your first request for a list of disclosures within a 12-month period will be free. If you request an additional list within 12-months of the first request, we may charge you a fee for the costs of providing the subsequent list. We will notify you of such costs and afford you the opportunity to withdraw your request before any costs are incurred.

Request Confidential Communications. You have the right to request how we communicate with you to preserve your privacy. *For example* – you may request that we call you only at your work number, or by mail at a special address or postal box. Your request must be made in writing and must specify how or where we are to contact you. We will accommodate all reasonable requests.

File a Complaint. If you believe we have violated your medical information privacy rights, you have the right to file a complaint with our practice manager or directly to the Secretary of Health and Human Services.

To file a complaint with our practice manager, you must make it in writing within 180 days of the suspected violation. Provide as much detail as you can about the suspected violation and send it to Charity Austin at Alaska Center for Dermatology, 3841 Piper St Ste T4020, Anchorage, AK 99508. You should know that there would be no retaliation for your filing a complaint.

Uses or Disclosures Not Covered

Uses or disclosures of your health information not covered by this notice or the laws that apply to us may only be made with your written authorization. You may revoke such authorization in writing at any time and we will no longer disclose health information about you for the reasons stated in your written authorization. Disclosures made in reliance on the authorization prior to the revocation are not affected by the revocation.

For More Information

If you have questions or would like additional information, you may contact our practice manager at (907) 646-8500.

Effective Date: March 3, 2003

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ACKNOWLEDGEMENT OF RECEIPT OF NOTICE OF PRIVACY PRACTICES

Thank you for choosing the Alaska Center for Dermatology for your healthcare needs.

We are required by law to provide you with a copy of our **Notice of Privacy Practices**. To ensure that our records are accurate, please sign below to acknowledge that you have been provided with a copy of our notice and that you have been given an opportunity to review it.

Patient Name

Patient Signature (or Legal Representative)

Date

Staff Member Signature

Date

Comments: