

# 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.

Today's Date \_\_\_\_\_

### Patient

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_  
first / middle initial / last

Prefers to be called *(if applicable)* \_\_\_\_\_ SS# \_\_\_\_\_ Sex  M  F

Mailing Address \_\_\_\_\_  
street, apt # / box # / city / state / zip

Marital Status \_\_\_\_\_ Spouse *(if applicable)* \_\_\_\_\_

Are you employed?  Y  N Employer \_\_\_\_\_ Occupation \_\_\_\_\_

Please let us know how we may contact you *(check all that apply)*:

Home Phone \_\_\_\_\_  
 OK to call, leaving detailed message if no answer  
 OK to call, leaving message with call-back number only if no answer  
 OK to call, but leave no message if no answer

Work Phone \_\_\_\_\_  
 OK to call, leaving detailed message if no answer  
 OK to call, leaving message with call-back number only if no answer  
 OK to call, but leave no message if no answer

Cell/Alt. Phone \_\_\_\_\_  
 OK to call, leaving detailed message if no answer  
 OK to call, leaving message with call-back number only if no answer  
 OK to call, but leave no message if no answer

Written Communication  
 OK to mail to home address  
 OK to fax to this number \_\_\_\_\_

May we discuss your condition with a member of your household?  Y  N

If so, with whom? \_\_\_\_\_ Relationship to patient \_\_\_\_\_

Who should we contact in case of emergency? \_\_\_\_\_  
Phone \_\_\_\_\_ Relationship to patient \_\_\_\_\_

Were you referred to us by another Health Care Provider?  Y  N If so, by whom? \_\_\_\_\_

### Responsible Party *(Parent or Legal Guardian, for patients under the age of 18)*

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_  
first / middle initial / last

Mailing Address \_\_\_\_\_  
street, apt # / box # / city / state / zip

Home phone \_\_\_\_\_ SS# \_\_\_\_\_ Relationship to Patient \_\_\_\_\_

### Insurance *(Please present insurance card(s) and a photo ID to receptionist for scanning.)*

Primary \_\_\_\_\_ Secondary \_\_\_\_\_

Name of Insured *(if different from patient)* \_\_\_\_\_ Name of Insured *(if different from patient)* \_\_\_\_\_

Relationship to Patient \_\_\_\_\_ Relationship to Patient \_\_\_\_\_

Primary's DOB \_\_\_\_\_ Secondary's DOB \_\_\_\_\_

### Assignment and Release

*I authorize the release of any information to my primary care or referring physician. I hereby authorize Alaska Center for Dermatology to furnish my information to insurance carriers and hereby assign to Alaska Center for Dermatology all payments for medical services rendered to me and my dependents.*

\_\_\_\_\_  
Patient Signature (or Responsible Party)

\_\_\_\_\_  
Date

# Dermatology Medical History

**Patient Name** \_\_\_\_\_ **Date** \_\_\_\_\_

Reason for today's visit: \_\_\_\_\_

List all medications you are currently taking (including prescriptions, over-the-counter medications, vitamins, and herbs)

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_  
 4. \_\_\_\_\_ 5. \_\_\_\_\_ 6. \_\_\_\_\_

Do you take aspirin on a daily basis?  YES  NO If yes, explain reason: \_\_\_\_\_

Are you allergic to any medications?  YES  NO If yes, please list:

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Have you ever had dental anesthesia (Novocaine)?  YES  NO Have you ever had any negative reactions to it?  YES  NO  
 Does your dentist require you to take antibiotics prior to procedures or exams?  YES  NO

Do you have now, or have you ever had diseases or conditions of:

Lungs	YES	NO	Cardiovascular	YES	NO	Other Systemic	YES	NO
Bronchitis	<input type="checkbox"/>	<input type="checkbox"/>	High Blood Pressure	<input type="checkbox"/>	<input type="checkbox"/>	Diabetes	<input type="checkbox"/>	<input type="checkbox"/>
Emphysema	<input type="checkbox"/>	<input type="checkbox"/>	Chest Pain	<input type="checkbox"/>	<input type="checkbox"/>	Thyroid	<input type="checkbox"/>	<input type="checkbox"/>
Asthma	<input type="checkbox"/>	<input type="checkbox"/>	Heart Attack	<input type="checkbox"/>	<input type="checkbox"/>	Kidney	<input type="checkbox"/>	<input type="checkbox"/>
Chronic Cough	<input type="checkbox"/>	<input type="checkbox"/>	Irregular Heartbeat	<input type="checkbox"/>	<input type="checkbox"/>	Bladder	<input type="checkbox"/>	<input type="checkbox"/>
Shortness of Breath	<input type="checkbox"/>	<input type="checkbox"/>	CHF	<input type="checkbox"/>	<input type="checkbox"/>	Gastrointestinal	<input type="checkbox"/>	<input type="checkbox"/>
Wheezing	<input type="checkbox"/>	<input type="checkbox"/>	Blood Clot	<input type="checkbox"/>	<input type="checkbox"/>	Stomach Absorptive Disorder	<input type="checkbox"/>	<input type="checkbox"/>
Tuberculosis	<input type="checkbox"/>	<input type="checkbox"/>	Pacemaker	<input type="checkbox"/>	<input type="checkbox"/>	Arthritis/Joint Deformity	<input type="checkbox"/>	<input type="checkbox"/>
			Defibrillator	<input type="checkbox"/>	<input type="checkbox"/>	Convulsions/Epilepsy/Seizures	<input type="checkbox"/>	<input type="checkbox"/>
						Stroke	<input type="checkbox"/>	<input type="checkbox"/>
						Fainting	<input type="checkbox"/>	<input type="checkbox"/>
						Multiple Sclerosis	<input type="checkbox"/>	<input type="checkbox"/>
						Hepatitis A	<input type="checkbox"/>	<input type="checkbox"/>
						Hepatitis B	<input type="checkbox"/>	<input type="checkbox"/>
						Hepatitis C	<input type="checkbox"/>	<input type="checkbox"/>

List any other diseases or conditions:

\_\_\_\_\_  
 \_\_\_\_\_

List any surgical procedures you have had in the last 6 months:

\_\_\_\_\_  
 \_\_\_\_\_

Skin	YES	NO
Have you ever had skin cancer?	<input type="checkbox"/>	<input type="checkbox"/>
Has anyone in your family had skin cancer?	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>
Do you develop keloids (scars) after surgery?	<input type="checkbox"/>	<input type="checkbox"/>
Do you bleed easily?	<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: _____		

Social History	YES	NO
Do you drink alcohol?	<input type="checkbox"/>	<input type="checkbox"/> If yes, _____ drinks per day <i>or</i> _____ per week
Do you use IV drugs?	<input type="checkbox"/>	<input type="checkbox"/> If yes, what _____ how often _____
Do you smoke?	<input type="checkbox"/>	<input type="checkbox"/> If yes, how much _____
Have you had or have you been exposed to HIV (AIDS)?	<input type="checkbox"/>	<input type="checkbox"/>

Women	YES	NO	YES	NO
Are you pregnant?	<input type="checkbox"/>	<input type="checkbox"/>	Have you had a hysterectomy?	<input type="checkbox"/>
If yes, what is your due date? _____			Have you had an oophorectomy?	<input type="checkbox"/>
Are you breast-feeding?	<input type="checkbox"/>	<input type="checkbox"/>	Have you had your tubes tied?	<input type="checkbox"/>

What is your occupation? \_\_\_\_\_

What are your hobbies? \_\_\_\_\_

Completed by:  Patient  Medical Assistant (initials) \_\_\_\_\_

**Patient Signature** \_\_\_\_\_ **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 payment 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 billed. That balance is due in full at that time. (\_\_\_\_\_ 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 pathology services unless you request otherwise. We will share your insurance information with the laboratory so that they may file a claim with your carrier. The laboratory will then bill you for any remaining balance. You will need to contact the laboratory directly for any questions regarding their bill.

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*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.*

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**Patient Signature (or Responsible Party)**

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**Date**

# Alaska Center for Dermatology, P. C.

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## Authorization to Charge Services to a Major Credit Card

*(Optional Form)*

I, \_\_\_\_\_, authorize the Alaska Center for  
(Printed Name)

Dermatology to charge the credit card designated below for any unpaid balance remaining after all applicable insurance has been billed, or for any unpaid balance that falls into a 45 days past due category. *(Note: If we do not receive payment from your insurance company within forty-five days from the date of service, the balance becomes patient responsibility.)*

A receipt for any amount charged to this card will be mailed out immediately.

Please note last four digits of card below and present your card to the front desk.

Visa                       Mastercard                       American Express                       Discover

\_\_\_\_\_  
Last Four Digits

\_\_\_\_\_  
Cardholder Signature

\_\_\_\_\_  
Today's 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**

# ***Alaska Center for Dermatology, P. C.***

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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: