



Welcome and thank you for choosing May River Dermatology, LLC

Effective treatment requires good communication. It is critical that the New Patient Packet is completed thoroughly so we can meet your needs.

Pages 2 & 3 (Social and Medical History) -Please provide us with your social, medical, family history and list of current medications. If you already have a list of your medications please attach it to the new patient packet and we will enter that information into your chart.

Page 4 (Demographic Information) – Please document your personal information, emergency contact, pharmacy of preference and medical insurance information. We will scan your insurance cards and photo ID so please bring them in with you to your appointment.

Page 5 (HIPAA Consent)- The Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule gives individuals a right to be informed of the privacy practices of their health plans and of most of their health care providers, as well as to be informed of their individual rights with respect to their protected health information (PHI). By signing this section of the form you consent to our use and disclosure of PHI, payment and health care operations within medical offices and organizations involved with your care.

Page 6 (Third Party PHI authorization) – *This is an optional form.* Please let us know the name of anyone (spouse, children, relatives, or friends) you would like to give permission to access and request your health record. If there is no one you would like to authorize please write “none” or put a line across the page and sign.

Page 7 (Billing Policy) – This document outlines our standard billing practices. As a courtesy to our patients we will bill their health insurance carrier(s) for medically necessary visits and procedures. In order to do this properly and in a timely manner, we will need accurate insurance information. We also ask that you pay close attention to our policies regarding 1) coinsurance, co-pays, account balances and insufficient funds, 2) biopsies, and 3) the option to leave a credit card on file.

Page 8 (Directions) – Maps and contact information for our Johns Creek office.

We look forward to seeing you soon.



6470 East Johns Crossing, Suite 200
Johns Creek, GA 30097
Ph 470.282.5729 | Fax 770.674.5795
Dr. Paola Bonaccorsi | Dr. Dale Sarradet

Patient name: _____

Date of Birth: ____/____/____ Today's Date: ____/____/____

Reason for today's visit: _____

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

1. _____ 2. _____

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

1. _____ 3. _____ 5. _____

2. _____ 4. _____ 6. _____

Current weight (pounds): _____ Height (feet/inches): _____

Occupation: _____

Please completely fill circle next to answer choice

Social History

Smoking Status: Current Every Day Current Some Days Former Smoker Never

Sunscreen use: Yes No

At least 1 blistering sunburn: Yes No

Healthcare worker: Yes No

Past Medical History – Do you have any history of:

Hypertension: Yes No

Heart Disease: Yes No

Diabetes: Yes No

Asthma: Yes No

Arthritis: Yes No

Cancer: Yes No

Pacemaker: Yes No

Artificial valves: Yes No

MEDICAL HISTORY (continued)

Are you pregnant or breast feeding?:	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> N/A
Keloid scarring:	<input type="radio"/> Yes	<input type="radio"/> No	
Problems with healing:	<input type="radio"/> Yes	<input type="radio"/> No	
Skin disease (eczema, psoriasis, etc.)	<input type="radio"/> Yes	<input type="radio"/> No	
Atypical moles:	<input type="radio"/> Yes	<input type="radio"/> No	
HIV positive:	<input type="radio"/> Yes	<input type="radio"/> No	
Hepatitis C positive:	<input type="radio"/> Yes	<input type="radio"/> No	
Problems with anesthesia:	<input type="radio"/> Yes	<input type="radio"/> No	

Surgical History

Artificial hip joint:	<input type="radio"/> Yes	<input type="radio"/> No	
Artificial knee:	<input type="radio"/> Yes	<input type="radio"/> No	

Family History

Family history of skin cancer:	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Unknown
Family history of melanoma:	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Unknown
Family history of other skin diseases:	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Unknown

Any **Surgery**: _____

Any **Hospitalization** (Last 6 months): _____

Any **Skin Cancer** (Type: Basal Cell, Squamous Cell, Melanoma, etc): _____

Have you had the COVID-19 vaccine? Yes / No

Have you had a flu vaccine within the past 6 months? Yes / No

If yes, who administered it? _____ Date _____

If you are 65 years or older have you had a pneumococcal (pneumonia) vaccine? Yes / No

If yes, who administered it? _____ Date _____

Do you currently have a living will (advance directive) or durable power of attorney for healthcare?

Yes / No

Any other information you would like us to know:

PATIENT DEMOGRAPHICS

Patient's Name: _____

First Name

MI

Last Name

Date of Birth _____

Male Female

Social Security #: _____

Street Address: _____

City /State/ Zip Code: _____

Primary Phone w/ Area Code: _____ Cell Phone w/ Area Code: _____

Preferred Language: _____ Race (Black, Hispanic, White, etc): _____ Ethnicity: _____

Spouse's Name: _____ Spouse's Date of Birth: _____

Responsible Party: _____ Relationship: ___ Self ___ Spouse ___ Parent ___ Other: _____

If patient is a Minor, are parents ___ Married ___ Divorced Custodial Parent: _____

Custodial Parent's Home Phone w/Area Code: _____ Work Phone w/ Area Code: _____

Custodial Parent's SS #: _____ Date of Birth: _____

In case of emergency, contact: _____

Phone Number w/Area Code: _____ Relationship to Patient: _____

(Circle One) Primary Care or Referring Physician: _____ City: _____ State: _____

Pharmacy Name and Street: _____

How did you hear about our practice? ___ Primary Care Doctor ___ ZocDoc ___ Website ___ Google/Internet ___ Other _____

Would you like to have access to your medical records, receive appointment reminders and other notifications via a secured patient portal and

email? ___ Yes ___ No

Email address: _____

SELF PAY

I currently do not have health insurance coverage. Therefore, I understand that all charges must be paid on the date of service. My payment today will be made by:

___ Cash ___ Check ___ MasterCard/Visa

Patient's Signature (If patient is a Minor, must have Responsible Party Signature)

Date

INSURANCE

Insurance Company# 1: _____ PRIMARY INSURED'S NAME: _____

Date of Birth: _____ Policy #: _____ Group #: _____ Relationship: _____

Tricare: Active Duty (Yes / No) Sponsor's Name, Date of Birth, SS #: _____

Insurance Company #2 : _____ PRIMARY INSURED'S NAME: _____

Date of Birth: _____ Policy #: _____ Group #: _____ Relationship: _____

Tricare: Active Duty (Yes / No) Sponsor's Name, Date of Birth, SS #: _____

- I hereby authorize the payment of medical benefits to May River Dermatology, LLC for services rendered. I understand that I am financially responsible for any services not covered by my insurance carrier.
- I further agree to pay all collection costs, attorney fees, and other expenses that may be incurred to enforce the collection of any amounts outstanding.
- I hereby authorize May River Dermatology, LLC to release any medical information necessary to complete and process my insurance claims.

Patient's OR Insured's Signature (If patient is a Minor, must have Responsible Party Signature)

Date

HIPAA CONSENT

Our Notice of Privacy Practices provides information about how we may use and disclose protected health information about you. The Notice contains a Patient Rights section describing your rights under the law. You have the right to review our Notice before signing this Consent. The terms of our Notice may change. If we change our Notice, you may obtain a revised copy by contacting our office.

You have the right to request that we restrict how protected health information about you is used or disclosed for treatment, payment, or health care operations. We are not required to agree to this restriction, but if we do, we shall honor that agreement.

By signing this form, you consent to our use and disclosure of protected health information about you for treatment, payment and health care operations. You have the right to revoke this Consent, in writing, signed by you. However, such a revocation shall not affect any disclosures we have already made in reliance on your prior Consent. The Practice provides this form to comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

The patient understands that:

- Protected health information may be disclosed or used for treatment, payment, or health care operations
- The Practice has a Notice of Privacy Practices and that the patient has the opportunity to review this Notice
- The Practice reserves the right to change the Notice of Privacy Practices
- The patient has the right to restrict the uses of their information but the Practice does not have to agree to those restrictions
- The patient may revoke this Consent in writing at any time and all future disclosures will then cease
- The Practice may condition receipt of treatment upon the execution of this Consent.

This Consent was signed by:

Patient Name (PRINT)

Patient or Legal Guardian Signature

Date

Relationship to Patient (if other than patient):

AUTHORIZATION FOR DISCLOSURE OF PROTECTED HEALTH INFORMATION TO THIRD PARTY

(Complete this form if you would like for May River Dermatology, LLC to disclose certain protected health information to family members)

I, _____, authorize May River Dermatology, LLC to use and/or disclose certain protected health information (PHI) as described herein. I understand that, if the person(s) or organization(s) that I authorize to receive my protected health information are not subject to federal and state health information privacy laws, subsequent disclosure by such person(s) or organization(s) may not be protected by those laws.

I authorize the following person (s) and/or organization(s) to receive my PHI, as disclosed by the person(s) and/or organizations(s) above.

Name(s) & Relationship(s): _____

Organization(s) & Address: _____

Specific description of PHI that I authorize for disclosure (complete medical records, progress notes, labs, photos, etc):

Specific description of the purpose for each use or disclosure (or write "At the request of the individual "in this space):

This authorization will expire on (date, event, or indefinite): _____

I have the right to revoke this authorization in writing except to the extent that May River Dermatology, LLC has acted in reliance upon this authorization. My written revocation must be submitted to May River Dermatology, LLC Compliance Officer, 350 Fording Island Rd., Suite 100, Bluffton, SC 29910. I further understand that my eligibility for health benefits, my enrollment in a health plan, and my treatment will not be affected by whether or not I sign this authorization.

I have had the opportunity to read and consider the contents of this authorization. I confirm that the contents are consistent with my direction.

Patient Name (PRINT)

Patient or Legal Guardian Signature

Date

Relationship to Patient (if other than patient)

I, _____, have reviewed this authorization and elected not to complete at this time.

BILLING POLICY

The following sets forth the general billing policy of May River Dermatology, LLC ("the clinic"). Please review this information and sign where indicated.

- I understand that it is my responsibility to provide the clinic with current, accurate billing information at the time of check in and to notify the clinic of any changes in this information.
- I understand that I will be charged a \$50.00 no show fee for each missed appointment and \$150.00 for any surgical appointment that is not cancelled with a minimum 24-hour notice.
- A late fee of 1.5% per month (18% APR) may be assessed to any balance which remains unpaid 30 days after the statement date on which the balance first appears.
- I understand that I may be responsible for a 3% surcharge for statements paid via credit card. Should additional account balance information be requested by myself I may be charged \$0.50 per page.
- I understand that I am responsible for payment of my account at the time of service for deductibles, non-covered services, medically unnecessary services, copayments and insurance balances. It is my responsibility to know my specialist co-pay (which can be different than my Primary Care co-payment). I understand that this is a contractual agreement that I have with my health plan and that the clinic also has a contractual agreement with my health plan to collect co-pays at the time of service, and the clinic is required to report to the carrier any enrollees failing to pay the co-pay.
- I understand that the clinic will attempt to obtain the necessary prior authorizations prior to rendering treatment. I further understand that prior authorization is not a guarantee of payment, and that I am responsible for any bills not paid by my insurance carrier.
- I understand that if I present an insufficient funds check (NSF check) for payment on my account that I will be charged a \$30 NSF fee. I further understand that to rectify my account, I will be required to pay with cash, a money order, cashier's check, or credit card.
- I understand if my account is delinquent (sent to an outside collection agency) that I will be responsible for payment in full prior to scheduling future visits.
- I understand that there may be a small fee to copy and mail medical records.
- I understand it is the policy to collect the deductible and/or coinsurance prior to scheduling my surgical procedure. I further understand that THE FEE I AM QUOTED IS AN ESTIMATE based on 1) anticipated surgery to be performed and 2) current information provided to clinic by my insurance carrier.

Initials

_____ Please be aware that if a biopsy is required at your visit, you will receive a separate bill for this service. The specimen is sent to a pathology lab, where a physician (pathologist) interprets the tissue. This physician will bill you directly for this service. If your insurance requires us to use a specific lab, you must notify us in advance of your visit and we will do our best to accommodate your needs. If you have any problems with your bill from the pathologist, please call our office and we will be happy to help you resolve the matter.

_____ I understand that I will be billed for any amounts due by me (copayments/coinsurance/deductibles) and that I have a financial responsibility to pay these amounts. I understand that I will be provided with two (2) statements for any balance due after insurance payment. I understand should my account become delinquent, May River Dermatology, LLC will refer my account to a collections agency and I agree to pay all of the collection costs that are incurred. May River Dermatology reserves the right to report my account status to any credit reporting agency such as a credit bureau. The collection agency shall not engage in any collection actions until 180 days after the past due bill has been sent to me. I further understand I may be contacted at any telephone number associated with my account, including wireless phone numbers which could result in charges to me.

_____ (RECOMMENDED) I authorize the clinic to generate charges to my credit card for any unpaid balance without further permission or notice should my account fall into a 60 day or later (after the date of service) category. A receipt with detail explanation for any charges will be mailed to your home address. All personal information is protected by HIPAA and can only be used for purposes of treatment, payment, or healthcare operations.

Please provide your credit card to our front desk staff at check-in or fill out the Credit Card on File form. The credit card information will be saved using a secure and encrypted method.

My signature below confirms that I have read these billing policies and my financial obligation as pertains to May River Dermatology, LLC.

Patient's OR Insured's Signature
(If patient is a Minor, must have Responsible Party Signature)

Date