



## **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 & LUX, LLC Disclosure)** – 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. This section of the form provides disclosure of Carmen Traywick, M.D.’s ownership of Lux, LLC

**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 & 9 (Directions)** – Maps and contact information for our Bluffton, Hilton Head and Port Royal offices. Please make sure to confirm your desired office with our staff and use the map to make it easier for you to find the correct office.

May River Dermatology is considered a Medical Facility. As such, smoking, the consumption of alcohol, and the carrying of weapons is strictly prohibited.

**We look forward to seeing you soon.**



# MEDICAL HISTORY (continued)

Currently Pregnant or Breast Feeding:  Yes  No  N/A

Keloid Scarring:  Yes  No

Problems with Healing:  Yes  No

Skin Disease (eczema, psoriasis, etc.):  Yes  No

Atypical Moles:  Yes  No

HIV Positive:  Yes  No

Hepatitis C Positive:  Yes  No

Problems with Anesthesia:  Yes  No

## Surgical History

Artificial Hip Joint:  Yes  No

Artificial Knee:  Yes  No

## Family History

Family History of Skin Cancer:  Yes  No  Unknown

Family History of Melanoma:  Yes  No  Unknown

Family History of Other Skin Diseases:  Yes  No  Unknown

Any **Surgery** (Last 6 months): \_\_\_\_\_

Any **Hospitalization** (Last 6 months): \_\_\_\_\_

Any **Skin Cancer** (Type: Basal Cell, Squamous Cell, Melanoma, etc.): \_\_\_\_\_

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

**Do You Currently Have a Living Will (advance directive) or Durable Power of Attorney for Healthcare?**  
Yes / No

**Other information you would like us to know:**

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



# 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):

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## Disclosure of Financial Interest in LUX, LLC

You are receiving this notice because Carmen Traywick, M.D. may recommend to you products, procedures, or treatment at LUX, LLC located at 350 Fording Island Road, Suite 101. A list of estimated costs for those products and procedures can be obtained at the front desk at any time.

We are required to notify you that Dr. Traywick owns a portion of LUX, LLC. Your ongoing medical care at May River Dermatology is not dependent upon accepting the recommendation for treatment, procedures, or products offered at LUX, LLC. You have the right to obtain the products or services offered at LUX, LLC from any other entity of your choice. Other providers we recommend are:

Dr Joel Cook MUSC 135 Rutledge Ave. Charleston, SC 29425	Beaufort Memorial Botox Clinic 300 Midtown Dr., Beaufort, SC 29902
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Please acknowledge that you have read and understand the terms of this disclosure here:

\_\_\_\_\_  
Patient Name (PRINT)

\_\_\_\_\_  
Patient or Legal Guardian Signature

\_\_\_\_\_  
Date

# 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): \_\_\_\_\_

\_\_\_\_\_

Contact Telephone Number: \_\_\_\_\_

\_\_\_\_\_

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.
- Surprise Billing Act – The DHHS has mandated that self-pay and patients with non-participating insurance plans must be given a notice of non-participating status, consent for treatment and a good faith estimate of costs by the healthcare facility or provider. These documents must be provided within 72 hours in advance of scheduled services. Emergency services are exempt from the good-faith estimate requirement, since such services are not scheduled in advance. If notice, consent, and estimate are not obtained in accordance with the Surprise Billing Act, the non-participating healthcare facility or provider must not bill, must not hold liable the participant, beneficiary, or enrollee. If a patient feels that a non-participating facility or provider has violated any provision of the Surprise Billing Act, they may file a dispute with the DHHS. The dispute resolution process must start within 120 calendar days of the date on the original bill. If the agency agrees with the patient, the patient will pay the amount on the good faith estimate. If the agency agrees with the healthcare facility or provider, the patient will pay the higher fee shown on the bill. There is a \$25 fee to use the dispute process. To learn more or obtain a form to start the dispute process, call 1-877-696-6775 or visit the DHHS website.

## 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.

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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**

## BLUFFTON OFFICE MAP

843.837.4400

350 Fording Island Road, Suite 100  
Bluffton, SC 29910

### From Beaufort:

- Take SC 170 S.
- Merge onto US 278 E toward Bluffton/ Hilton Head Island.
- The office is about 2 miles east of the intersection of SC 170 and US 278. It is on the right after Buckwalter Parkway and across from St. Gregory the Great.

### From Downtown Savannah:

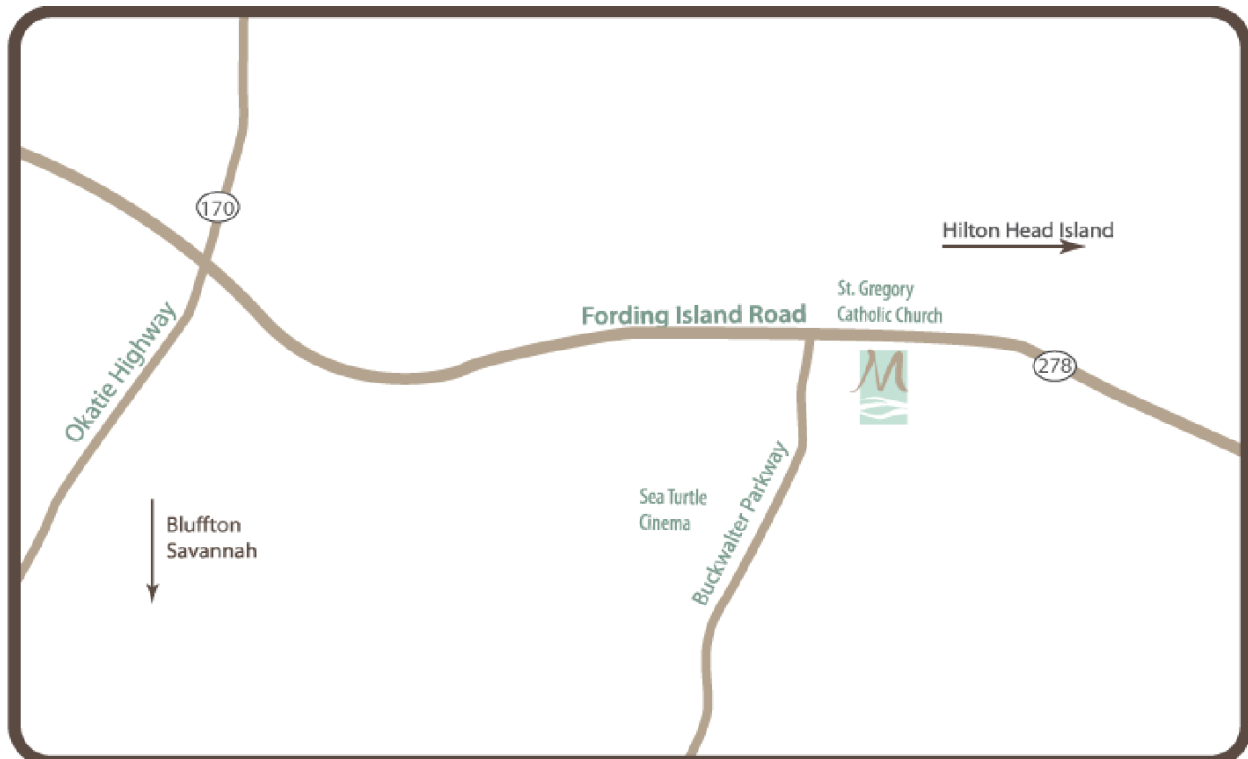
- Take US 17 N into SC.
- Turn right onto SC-315 N/S Okatie Hwy.
- Continue to follow S Okatie Hwy.
- Continue to May River Road.
- At the traffic circle, take the 3rd exit onto SC-170 E/Okatie Hwy.
- Merge onto US-278 E/Fording Island Rd via the ramp to Hilton Head Island.
- The office is about 2 miles on the right (after Buckwalter Parkway and across from St. Gregory the Great).

### From Southside Savannah:

- Take I-95 North toward Florence.
- Take Exit 8 to merge onto US 278 E/Independence Blvd. toward Beaufort.
- The office is about 10 miles on the right (after Buckwalter Parkway and across from St. Gregory the Great).

### Hilton Head Island to Bluffton Office:

- Take US 278 W
- The office is about 8 miles (from the bridge) on the left (before Buckwalter Parkway and across from St. Gregory the Great).  
You will have to pass May River Dermatology on your left, make a U-turn at Buckwalter Parkway and then we will be on your right.





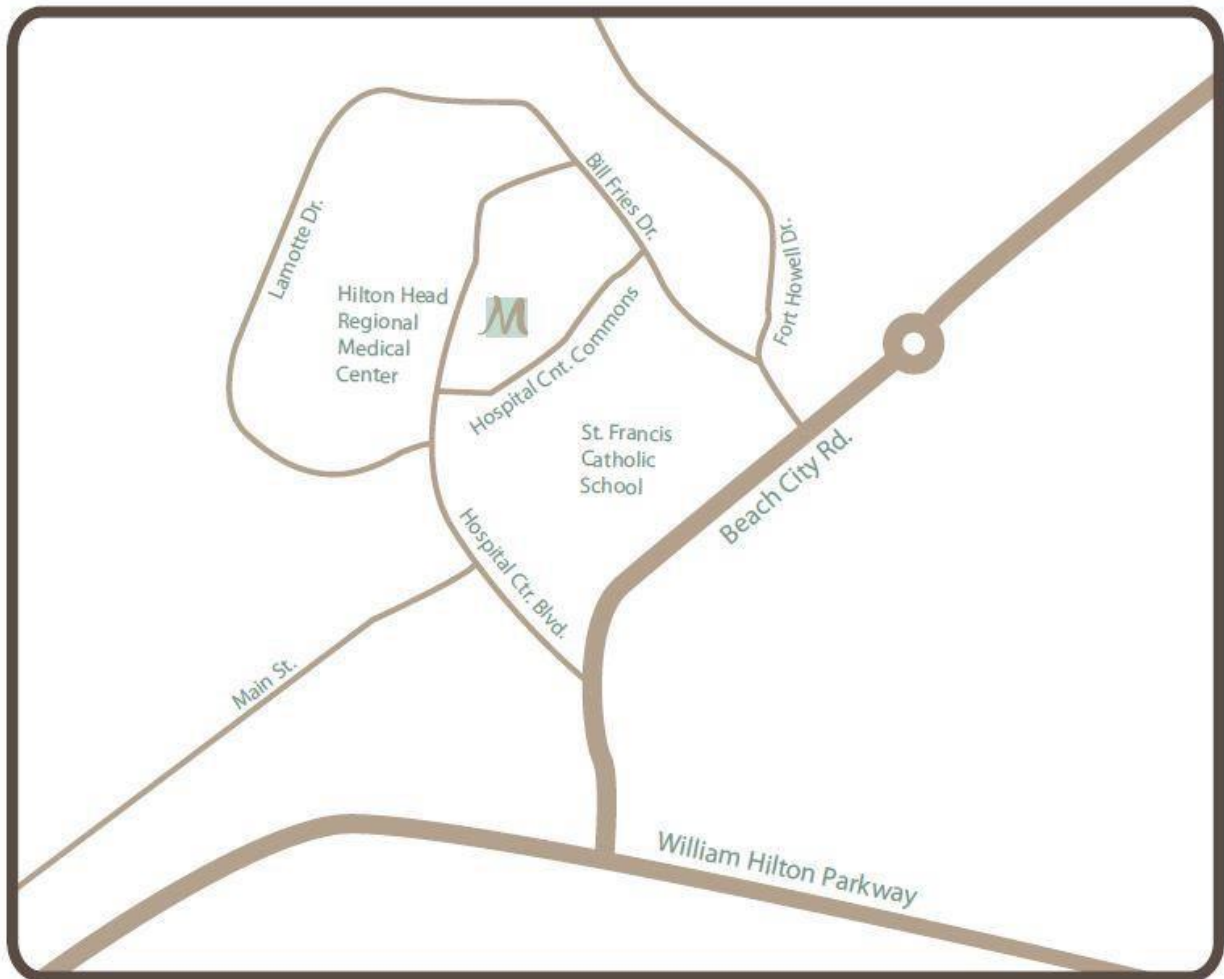
## HILTON HEAD OFFICE MAP

843.837.4400

25 Hospital Center Commons  
Hilton Head Island, SC 29926

### From Beaufort:

- Take SC 170 S.
- Merge onto US 278 E toward Bluffton/Hilton Head Island (go about 13 miles).
- Once over the bridge, veer to the right toward William Hilton Pkwy/US 278 BR E.
- Turn left onto Beach City Road (go .2 miles).
- Take left onto Hospital Center Blvd (go .3 miles).
- Take right onto Hospital Center Commons (look for building 25, Suite 200).



## PORT ROYAL OFFICE MAP

843.837.4400

1813 Richmond Ave.  
Port Royal, SC 29935

### From Beaufort:

- Take Ribault Road South (about 3.3 miles from Bay St.).
- Turn left onto Richmond Ave (office will be on the right 0.2 miles).
- Office is next to the YMCA.

### From Bluffton:

- Head West on US 278.
- Take SC 170 Exit towards Beaufort (go about 14.3 miles).
- Turn right onto SC 128 (go about 2.1 miles).
- Continue straight onto Parris Island Gateway (about 1.2 miles).
- Continue onto Ribault Road (about 1.8 miles).
- Turn right onto Richmond Ave (office will be on the right 0.2 miles).
- Office is next to YMCA.



## ARLEY WAY OFFICE MAP

843.837.4400

7 Arley Way, Suite 101  
Bluffton, SC 29910

### From Beaufort:

- Take SC 170 S.
- Merge onto US 278 E toward Bluffton/ Hilton Head Island.
- Turn right onto Buck Island Road.
- Turn left onto Arley Way.

### From Hilton Head Island:

- Take US 278 W.
- Turn left onto Buck Island Road.
- Turn left onto Arley Way.

### From Downtown Savannah:

- Take US 17 N into SC.
- Turn right onto SC-315 N/S Okatie Hwy.
- Continue to follow S Okatie Hwy.
- Continue onto May River Road.
- At the traffic circle, take the 3<sup>rd</sup> exit onto SC-170 E/Okatie Hwy.
- Merge onto US-278 E Fording Island Road via the ramp to Hilton Head Island.
- Turn right onto Buck Island Road.
- Turn left onto Arley Way.

