



## **Welcome to Fort Mill Dermatology!**

Attached is our Patient Registration Package. Please complete these so we can maintain accurate contact and medical records. If you printed these forms from our website, you may fax them to us at 803-802-3329 prior to your appointment. Please bring the completed original forms with you to your appointment along with the other items listed at the bottom of this letter.

We realize that you have a choice of where to be treated. We also realize that you place a great deal of trust in your physician to provide you with the most up to date information and treatment options regarding your skin care health. We do appreciate and value the trust you have placed in us.

Fort Mill Dermatology specializes in the diagnosis and treatment of skin, hair and nail disease. We provide our patients and their families with full-service, comprehensive dermatologic care. We want to help you get the best of what today's medicine has to offer. We are highly committed to quality patient care with an emphasis on individual attention for each patient. Our focus is to provide quality time for each patient. Providing the best service, in a comfortable, private atmosphere is extremely important to us. We will do our best to give you total satisfaction.

We place a high value on our relationship with our patients. We especially value patient feedback. Therefore, we will ask you to communicate to us your experiences with us. Be assured your feedback matters. It helps us continue to serve you and our other patients with the highest level of care possible. If you have any questions or concerns, please do not hesitate to ask any member of our team.

Warmest Regards,

Rebecca L. Smith, M.D.  
Julie P. Iannini, M.D.

### **REMINDERS OF REQUIRED ITEMS FOR YOUR VISIT**

- **Insurance Card**  
If you have health insurance, we can't see you without making a copy of your insurance card.
- **Written Referral** from your Primary Care Physician if required by your insurance plan or verify that it has already been faxed to us by your primary care physician.
- **Co-pay or Deductible** is collected at check in
- **Cosmetic procedure fees** are due at time of visit
- **Completed Patient Registration Package**
- **Parent or Legal Guardian must accompany patients who are minors.**



**Patients MUST sign and date all paragraphs below before medical care can be rendered.**

**PATIENTS WHO ARE MINORS: If the patient is younger than eighteen, then the paragraphs must be signed by a parent or legal guardian. A parent or legal guardian must be present for any patient younger than sixteen.**

**Release of Medical Information**

I authorize the release of medical information to my primary care or referring physician, to consultants if needed, and as necessary to process insurance claims, insurance applications, and prescriptions.

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Financial Policy**

Payment is required for all services at the time they are rendered unless the patient is in an insurance plan with which we participate. We accept payment in the form of cash, check, Visa and MasterCard. In the event that your account must be turned over to collections, a \$25.00 collection fee will be added to your account. For appointments which are missed or canceled with less than 24 hour notification, there may be a \$25.00 missed appointment fee added to your account. Returned check fees are posted at our check in and check out areas. Your signature below signifies your understanding and willingness to comply with this policy.

I have read and understand the financial policy statement. I agree to make in-full prompt payment to Fort Mill Dermatology when billed for any and all charges not covered or paid by valid insurance benefits for and in consideration of services rendered. Further, I authorize payment directly to Fort Mill Dermatology for medical insurance benefits payable to me under the terms of my policy but not to exceed the balance due for services performed for my treatments.

In addition to the above, if I am a Medicare patient, I authorize any holder of medical or other information about me to release to the Social Security Administration and Center for Medicare and Medicaid Services, or its intermediaries or carrier, any information needed for this or a related Medicare claim. I permit a copy of this authorization to be used in place of the original, and request payment of medical insurance benefits either to myself or to the party who accepts assignment. Regulations pertaining to Medicare assignment of benefits apply.

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Privacy Practices (HIPAA)**

By signing below, I acknowledge that I have read and understand Fort Mill Dermatology's Notice of Privacy Practices. This document is posted on our website and is always made available at the check-in desk.

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



**How did you find us?**

Family/Friend - Name: \_\_\_\_\_  
Insurance Provider List  
Internet Search

Newspaper Ad  
Physician - Name: \_\_\_\_\_  
Yellow Pages  
Other \_\_\_\_\_

**PATIENT INFORMATION**

Last Name: \_\_\_\_\_  
First Name: \_\_\_\_\_ MI: \_\_\_\_\_  
Previous Name: \_\_\_\_\_  
(Maiden name, former married name, etc.)  
Mailing Address: \_\_\_\_\_  
(if PO Box, complete Home Address below)  
City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Home Phone: (\_\_\_\_)\_\_\_\_\_ Cell Phone: (\_\_\_\_)\_\_\_\_\_  
Work Phone: (\_\_\_\_)\_\_\_\_\_ Extension: \_\_\_\_\_

Primary Care Physician: \_\_\_\_\_  
Did a doctor's office send you to us for a specific problem?  Yes  No  
If YES, name of referring provider: \_\_\_\_\_  
Appointment for:  Dr. Julie Iannini  Dr. Rebecca Smith  
 First available appointment with either physician  
Patient Date of Birth: \_\_\_\_\_  Male  Female  
Marital Status:  Single  Married  Divorced  Widowed  
 Legally Separated  Partner  
Social Security Number: \_\_\_\_\_  
Student Status:  Full-Time  Part-Time  Not a student

**Responsible Party (if different from patient above):**  
Statements will be mailed here. This does not change legal responsibility.  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  Male  Female  
Phone: (\_\_\_\_)\_\_\_\_\_ Email: \_\_\_\_\_  
Relationship to patient: \_\_\_\_\_

**Adult Emergency Contact:**  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone: (\_\_\_\_)\_\_\_\_\_ Alt. Phone: (\_\_\_\_)\_\_\_\_\_  
Relationship to patient: \_\_\_\_\_

**INSURANCE INFORMATION:** If the patient is not the primary policy holder, the Responsible Party section above must be completed.

Self Pay (no insurance or Blue Cross/Blue Shield)  Patient IS the policy holder  Patient IS NOT the policy holder

**Primary** Insurance Co.: \_\_\_\_\_ Policy Number \_\_\_\_\_

**Secondary** Insurance Co.: \_\_\_\_\_ Policy Number \_\_\_\_\_

Does your insurance plan require you to have a referral to see a specialist?  No  Yes  I don't know

NOTE: It is the patient's responsibility to get any required referrals. Failure to do so may result in denied claims and the patient will be responsible for all services rendered.

**HOME ADDRESS (REQUIRED if PO Box given as mailing address):**  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**PHARMACY INFORMATION:**  
Name: \_\_\_\_\_  
Location: \_\_\_\_\_  
Phone: (\_\_\_\_)\_\_\_\_\_

By signing below, I authorize Fort Mill Dermatology to leave messages in reference to any items that assist in carrying out healthcare operations.

Home phone:  No Work phone:  No Email:  No -or list the eMail address to use: \_\_\_\_\_

Please list any persons to whom your protected health information can be disclosed (e.g., spouse, parent, etc):

Name: \_\_\_\_\_ Phone Number(s): \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number(s): \_\_\_\_\_ Relationship: \_\_\_\_\_

Patient or Responsible Party **Signature** \_\_\_\_\_ Date \_\_\_\_\_



**MEDICAL HISTORY**

Patient \_\_\_\_\_ Reason for visit: \_\_\_\_\_ Appointment Date: \_\_\_\_\_

Previous patient of:  Dr. Rebecca Smith  Dr. Julie Iannini

Please list any medications, herbal supplements and/or vitamins you are currently taking:  Not taking any medications

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

Do you have or have you had any of the following? (if yes, please check)  None

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Acne   | <input type="checkbox"/> Cold sores/herpes            | <input type="checkbox"/> Psoriasis                                   |
| <input type="checkbox"/> Artificial heart valve                           | <input type="checkbox"/> Depression                   | <input type="checkbox"/> Seasonal allergies/asthma                   |
| <input type="checkbox"/> Artificial joints or metal implant               | <input type="checkbox"/> Diabetes                     | <input type="checkbox"/> Skin Cancer (melanoma)                      |
| <input type="checkbox"/> Atopic Dermatitis                                | <input type="checkbox"/> Heartburn/Reflux             | <input type="checkbox"/> Skin Cancer (basal/squamous cell carcinoma) |
| <input type="checkbox"/> Atypical moles                                   | <input type="checkbox"/> HIV                          | <input type="checkbox"/> Skin Pre-Cancers (actinic keratoses)        |
| <input type="checkbox"/> Autoimmune disease (lupus, rheumatoid arthritis) | <input type="checkbox"/> Keloids or scarring problems | <input type="checkbox"/> Thyroid trouble                             |
| <input type="checkbox"/> Bleeding disorder                                | <input type="checkbox"/> Kidney disease               | <input type="checkbox"/> Ulcers (stomach)                            |
| <input type="checkbox"/> Blood clots                                      | <input type="checkbox"/> Liver disease or hepatitis   | <input type="checkbox"/> Other conditions                            |
|   | <input type="checkbox"/> Lung disease                 | Please list: _____   |

Female patients (check all that apply): I am  pregnant  nursing  planning to become pregnant in the near future

Are you allergic to any medications/anesthetics?  Yes  No  
(if yes, please list)

\_\_\_\_\_

Please list major surgeries/hospitalizations:

\_\_\_\_\_ Date: \_\_\_\_\_ \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_ Date: \_\_\_\_\_ \_\_\_\_\_ Date: \_\_\_\_\_

Please list IMMEDIATE FAMILY that have had any of the following (mother, father, maternal or paternal grandmother or grandfather, brother, sister):

- |  |   |
|--|---|
| <input type="checkbox"/> Skin Cancer-Melanoma: _____ | <input type="checkbox"/> Psoriasis: _____ |
| <input type="checkbox"/> Skin Cancer-Other: _____    | <input type="checkbox"/> Eczema: _____    |
| <input type="checkbox"/> Other Cancers: _____        | <input type="checkbox"/> Other: _____     |

Your Occupation: \_\_\_\_\_  
(please specify)

- |   |   |
|---|---|
| Do you smoke? <input type="checkbox"/> Yes <input type="checkbox"/> No                  | Do you use sunscreen on a daily basis? <input type="checkbox"/> Yes <input type="checkbox"/> No               |
| Do you use smokeless tobacco? <input type="checkbox"/> Yes <input type="checkbox"/> No  | Have you traveled outside the U.S. in past 3 months? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Drink alcoholic beverages? <input type="checkbox"/> Yes <input type="checkbox"/> No     | Have you had at least one blistering sunburn? <input type="checkbox"/> Yes <input type="checkbox"/> No        |
| Do you use recreational drugs? <input type="checkbox"/> Yes <input type="checkbox"/> No | Have you ever used a tanning bed? <input type="checkbox"/> Yes <input type="checkbox"/> No                    |
|   | Do you currently use a tanning bed? <input type="checkbox"/> Yes <input type="checkbox"/> No                  |

Have you RECENTLY had any of the following? (Please check all that apply)  None

- |  |  |                                       |  |
|--|--|---------------------------------------|--|
| <input type="checkbox"/> Other skin complaints     | <input type="checkbox"/> Fever/chills/wt. change | <input type="checkbox"/> Itching      | <input type="checkbox"/> Joint Aches     |
| <input type="checkbox"/> Other systemic complaints | <input type="checkbox"/> Sun sensitivity         | <input type="checkbox"/> Muscle Aches | <input type="checkbox"/> Ringing in ears |

Thank you for taking the time to help us give you the highest quality care.



To Our Patients:

In our efforts to continuously improve our patient service and office efficiency, you will be asked for a credit card number at the time you check in. That information will be held securely (as are your medical records) until your insurances have paid their portion and notified both you and us how much, if any, is your portion. At that time, any remaining balance owed by you may be charged to your credit card and it will be presented on your credit card statement. It is our company policy to call you prior to applying these charges to your credit card.

This will be an advantage to you, because it will save writing and mailing another check. It will be an advantage to us as well, because it will greatly decrease the number of statements that we have to generate and send out. The combination will benefit everybody in helping to keep the cost of health care down.

You can think of this as much like when you check into a hotel or rent a car; you are asked for a credit card which is imprinted and later used to pay your bill.

This in no way will compromise your ability to dispute a charge or question your insurance company's determination of payment.

If you have any questions about this payment method, please do not hesitate to ask.

Sincerely yours,

Fort Mill Dermatology, LLC

I authorize Fort Mill Dermatology, LLC to charge outstanding patient portion balances for me and my dependents to the following credit card:

Visa    Mastercard    Discover    American Express    (please circle one)

Account Number \_\_\_\_\_

Expiration Date \_\_\_\_\_      Zip Code: \_\_\_\_\_  
(where cc statement is mailed)

Signature \_\_\_\_\_      Date \_\_\_\_\_

Full name on card (please print) \_\_\_\_\_



## **Frequently Asked Questions about our Credit Card Policy:**

### ***Why is Fort Mill Dermatology, LLC requiring a credit card agreement from patients?***

This practice will improve efficiency for everyone, and lower total costs of providing service to our patients. It will also allow us to focus our energies on providing dermatologic care, rather than patient billing.

### ***When will my credit card be charged?***

As a courtesy to our patients, we submit claims to their insurance within a few days of providing the patient service. Claims are typically settled by insurance companies within 2 – 8 weeks after service was provided. Once a claim is adjudicated, your card will be charged for your portion. It is our company policy to call you prior to applying these charges to your credit card. This saves time, paper, and postage for both you and our practice.

### ***How will I know how much the charge will be?***

Insurance typically sends an Explanation of Benefits (EOB) to both the patient and the provider after claims have been settled that explains the contracted fees agreed between our office and the insurance. The EOB also shows whether any of the agreed upon fee must be paid by patient in the form of co-pay, co-insurance, or deductible. At that time, any patient balance is due in full.

### ***What if I do not agree with the patient portion as specified by my insurance?***

As the customer of the insurance company, patients can exercise procedures with their insurance for handling disputes as to whether insurance or patient is responsible for a particular fee. These procedures are typically regulated by state governments. Our office's position is that the patient is ultimately responsible for the cost of the service provided, up to the amount allowed by an insurance plan that our office accepts. We are not a party to disputes involving what portion of payment is the patient's versus the insurance's. Nonetheless, we will provide our expertise to our patients as a resource to help facilitate understanding of what their insurance company communicates to them about their contract.

### ***What if I still do not agree with the charge applied to my card?***

Our office's billing staff will review each patient's situation before applying a charge. In the event of any question or issue, please do not hesitate to contact our billing staff or office manager and we will work to resolve it as quickly as possible. As a last resort, our patients should rest assured that credit card issuers typically have procedures for a cardholder to dispute a charge applied by any merchant. Credit card companies can typically suspend or reverse charges if they determine it was not appropriate.

### ***What if I don't have a credit card, or do not want to participate? Is this mandatory?***

No.

**Sincerely yours,  
Fort Mill Dermatology, LLC**



Fort Mill Dermatology is located in the Magnolia Building in Baxter Village near the intersection of SR-160 and I-77 (two exits south of Carowinds amusement park).

### Directions from I-77:

- Take SC **Exit 85** and turn **west toward Tega Cay** at the top of the ramp onto SR-160
  - (RIGHT onto SR-160 if coming from Charlotte)
  - (LEFT onto SR-160 if coming from Rock Hill/Columbia)
- From the I-77 ramp take the **Second Left** at the **traffic light** onto Assembly Drive into Baxter
- Enter the round-about and you will see the Fort Mill Library straight ahead
- **First right** onto First Baxter Crossing
- **First right** into our parking lot
- We are located in the red brick Magnolia Building at the far end of the parking lot.

