

PATIENT REGISTRATION FORM

PLEASE PRINT CLEARLY

Date: _____

Patient Name: _____, _____, _____ Date of Birth: _____ Sex: M F
LAST FIRST MI

Address _____ Marital Status _____
STREET CITY STATE ZIP APT #

Preferred Daytime Phone: (_____) _____ Phone: (_____) _____
Circle: Home - Cell Home - Work - Cell

Email Address: _____ Preferred Contact Method (Circle One): Phone - Letter - Email

Social Security#: _____ Driver's License # _____ Employer _____

Insurance Information:

PRIMARY Insurance carrier: _____ ID# _____ Group# _____

Subscriber Name: _____ Subscriber DOB: ____/____/____

Subscriber SS# ____-____-____ Sub. Employer: _____ Relationship to insured _____

SECONDARY Insurance carrier: _____ ID# _____ Group# _____

Subscriber Name: _____ Subscriber DOB: ____/____/____

Subscriber SS# ____-____-____ Sub. Employer: _____ Relationship to insured _____

As a patient or legal guardian of a minor patient*, I agree to pay for all services rendered. This office may bill my insurance carrier as needed.
ASSIGNMENT & RELEASE: I hereby authorize payment of medical and/or surgical benefits directly to Peninsula Dermatology Medical Grp., Inc. for services rendered. I understand that I am financially responsible for charges not covered or denied by my insurance for whatever reason - See Financial Policy Form. I authorize this office to release any information necessary to process this request.

SIGNATURE _____ DATE: _____

**If the patient is a minor (under the age of 18) authorizing parent information REQUIRED below (Please print)*

*Parent Name: _____ *Date of Birth: ____/____/____
LAST FIRST MI

*Address: _____ *Relationship to patient _____
STREET CITY STATE ZIP APT #

*Social Security#: _____ Daytime Phone: (_____) _____ Phone: (_____) _____
CIRCLE: Home - Work - Cell Home - Work - Cell

Acknowledgement of Receipt of Notice of Privacy Practices

I have read the Privacy Notice and understand my rights contained in the notice.

By way of my signature below, I provide this practice with my authorization and consent to use and disclose my Protected Healthcare Information (PHI) for the purposes of treatment, payment, and healthcare operations as described in the Privacy Notice.

If you would like to authorize anyone to receive or give information about you, please complete:

I hereby authorize Peninsula Dermatology Medical Group, Inc. to disclose information about me to:

Name(s)

Relationship to patient (Spouse/Child/Parent/Conservator, etc)

Or _____ Initial if you do **NOT** want your medical information to be shared with anyone other than your team of physicians and insurance company, when necessary.

**If you are signing as the patient's representative:*

**Print your name:* _____ *Describe your authority/relationship to patient:* _____

Patient's Signature (Or authorized parent/representative)

Date

peninsula
dermatology
medical group, inc.

Name: _____

Date of Birth _____

Preferred Language: _____

Primary Care Doctor: _____

Referring Source (Check All Applicable): _____

Referring Doctor: _____

☐ Doctor ☐ Family/Friend ☐ Yelp ☐ Other

Race: _____

Emergency Contact Name: _____

Ethnic Group (Circle One):

Emergency Contact Number: _____

Decline to Specify – Hispanic/Latino - Not Hispanic/Latino

Preferred Pharmacy Name: _____

Pharmacy Location: _____ Pharmacy Phone: _____

*****For Age 65 or older only: Do you have Advanced Care Plan (Circle one): YES NO

*****Is it ok to leave a detailed message? (Circle one) YES: Cell / Home / Work NO

Medications: (Please enter all current medications, dose not required) If none, circle: NONE

Drug Allergies: If none, circle: No Known Drug Allergies

Past Surgical History: If none, circle: NONE

Social History: (Please circle all that apply)

Cigarette Smoking:

Current every day smoker Never smoked
Current someday smoker Former smoker

Alcohol Use:

Less than 1 drink per day 1-2 drinks per day
3 or more drinks per day NONE

Do you have a present illness of:

Problems with bleeding	Yes	No
Problems with healing	Yes	No
Problems with Scarring (keloid/hypertrophic)	Yes	No

Past Medical History: (Please circle all that apply)

Anxiety	Autism Spectrum Disorder	Depression
Organ Transplant	Arthritis	Hyperthyroidism
Asthma	Diabetes	Hypothyroidism
Atrial fibrillation	End Stage Renal Disease	Leukemia
Bone Marrow Transplant	GERD	Lung Cancer
Breast Cancer	Hearing Loss	Lymphoma
BPH	Hepatitis	Prostate Cancer
Colon Cancer	High Blood pressure	Radiation Treatment
COPD	HIV/AIDS	Seizures
Coronary Artery Disease	High Cholesterol	Stroke

Other _____

Skin Disease History: (please circle all that apply)

Acne	Dry Skin	Poison Ivy
Actinic Keratosis	Eczema	Psoriasis
Precancerous Moles	Flaking or Itchy Scalp	Basal Cell Skin Cancer
Squamous Cell Skin Cancer	Melanoma	Blistering Sunburns
Hay Fever/Allergies		

Other _____

Do you wear Sunscreen?	Yes	No	If yes, what SPF? _____
Do you have history of tanning bed use?	Yes	No	
Do you have <u>family history</u> of Melanoma?	Yes	No	If yes, Relationship: _____
Do you have <u>personal history</u> of Melanoma?	Yes	No	If yes, date/year of Diagnosis _____
Do you have <u>family history</u> of other skin cancer?	Yes	No	
Do you have <u>personal history</u> of other skin cancer?	Yes	No	

Please Circle:

Allergy to adhesive	Yes	No	Allergy to lidocaine	Yes	No
Artificial heart valve	Yes	No	Artificial joints	Yes	No
Blood thinners	Yes	No	Defibrillator	Yes	No
MRSA	Yes	No	Pacemaker	Yes	No

Allergy to topical antibiotic ointments	Yes	No
Premedication prior to procedures	Yes	No
Rapid heartbeat with epinephrine	Yes	No
Pregnant or planning pregnancy	Yes	No
Breastfeeding	Yes	No
West Africa: Travel or Contact	Yes	No
Ebola risk: Contact, Travel, Sickness?	Yes	No
***History of fainting, anxiety, or dizziness when receiving medical treatment?	Yes	No

PENINSULA DERMATOLOGY MEDICAL GROUP, INC.

Diseases of the Skin • Dermatologic Surgery • Laser Surgery • Mohs' Surgery

1750 El Camino Real #206, Burlingame, CA 94010

Tel (650) 692-0182 Fax (650) 692-8116

Dear Patient:

Welcome to our office. It is the policy of Peninsula Dermatology to follow all federal and state laws and reporting requirements regarding identity theft. Please be informed that it is **a requirement that you bring a photo ID** issued by a local, state or government agency (valid driver's license, passport, employee ID card, student ID card or current utility bill if photo ID is not available) to your appointment. If the patient is a minor, the patient's parent/guardian should bring the information listed above. You will also need **your insurance card, referral/authorization** if needed, and any co-payment that is due. **Please note if you do not have your insurance card with you, our office policy treats you as a "cash pay" patient and you will be required to pay at the time of your visit. We do not accept personal checks.**

Cancellations/Reschedules/No Shows: If you are unable to keep your appointment, we ask that you kindly provide us with at least 48 hours notice. This courtesy, on your part, will make it possible to give your appointment to another patient. If you do not call to cancel or reschedule your appointment within 24 hours there will be a \$ 100.00 fee.

Thank you for your cooperation and assistance complying with the above requests.

Providers and Staff of Peninsula Dermatology Medical Group

I have read and understand the above policy:

Patient Name

Signature

Date

PENINSULA DERMATOLOGY MEDICAL GROUP, INC.

FINANCIAL POLICY

We are committed to providing you with the best possible medical care and are pleased to discuss our professional fees with you at any time. Our billing department can be reached directly by calling (650) 692-0789. Your clear understanding of our financial policy is important to our relationship.

All patients must complete our patient information sheet and supply us with a copy of their insurance card(s) with proof of identification on a yearly basis. If any information has changed during the year, we will ask that you fill out new forms and allow us to take copies of your new insurance card(s).

Payment at the time of service is required as follows:

- HMO Patients:** Co-payment, if applicable, provided you or your PCP/Medical Group has furnished us with proper authorization/referral for treatment.
- PPO/POS Patients:** Co-payment, if applicable and/or annual deductible amount. Please note, if we are not contracted with your 1st tier medical group, e.g., Mills Peninsula or Brown and Toland Medical Group, the claim will be submitted using your "out of network" benefits. Co-insurance and deductibles will apply.
- Cash Patients:** Payment in full is due at the time of service unless a prearranged financial agreement has been arranged.
- Cosmetic Procedures:** Payment for all cosmetic procedures are due at the time of service and are not billable to your insurance company.

If you do not have the proper authorization/referral or if this is pending and/or you do not have proof of insurance (no insurance card) you will be treated as a "Cash Patient". _____ (please initial)

We accept Cash, Visa, MasterCard and Discover. We do not accept personal checks.

Billing Your Insurance:

As a courtesy to you, we will bill your primary and secondary insurance only. However, to do so, we must have the most up to date insurance cards provided to us prior to services being rendered otherwise; payment in full will be required. _____ (please initial)

We will not become involved in disputes between you and your insurance company regarding eligibility, deductibles, co-payments, covered charges, etc. other than to supply pertinent medical information as required.

You are responsible for timely payment of your account.
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Thank you for reviewing our policy. Please bring questions or concerns to the attention of our billing office.

Please sign below as an indication that you have read and agree to the above Financial Policy.

Patient/Guardian (Print)

(Signature)

Date

Street Address

City

State

Zip



Kaiser Insurance Billing Acknowledgment and Financial Responsibility Agreement

Patient Name: _____ **Date of Birth:** _____

We are a **private dermatology practice** and **do not have any contractual relationship with Kaiser Permanente or any of its affiliates**. As such, we do **not** accept, bill, or coordinate benefits with **Kaiser insurance** under any circumstances.

PLEASE READ CAREFULLY:

1. **We do not and will not bill Kaiser Permanente** for any services rendered at this practice.
2. If Kaiser is your **primary insurance**, even if you provide us with another secondary insurance plan that we do accept, **you will be fully responsible for the entire cost of the visit and any related charges**.
3. If you fail to disclose Kaiser as your primary insurance, or do not provide accurate insurance coordination of benefits (COB) information, and Kaiser is later determined to be primary, **you will be held financially responsible for the full balance**.
4. If you are a Kaiser member and still wish to be seen, you may do so on a **private pay (self-pay) basis**. Full payment is due at the time of service.
5. We will **not retroactively bill Kaiser** under any circumstance. You may attempt to submit a claim to Kaiser on your own, but we will not assist with or submit any documentation directly to Kaiser.
6. By signing below, you acknowledge and agree to these terms, and you accept full financial responsibility for any services rendered at our practice in the event Kaiser is, or is later found to be, your primary insurance.

Patient Acknowledgment & Signature

I, the undersigned, have read and understand the above policy. I acknowledge that Peninsula Dermatology Medical Group does not bill Kaiser insurance and that I am fully responsible for any charges incurred if Kaiser is determined to be my primary insurance. I understand that I may be required to pay out-of-pocket and that submission of any claims to Kaiser will be my sole responsibility.

Patient Signature: _____ **Date:** _____

Printed Name: _____

NOTICE AND ACKNOWLEDGMENT OF RECEIPT AND UNDERSTANDING

NOTICE TO PATIENTS

**Medical doctors are licensed and regulated
by the Medical Board of California.**

**To check up on a license or
to file a complaint go to**

www.mbc.ca.gov,

email: licensecheck@mbc.ca.gov,

or call (800) 633-2322.

Date

Patient's Name (Type or Print)

Patient's Signature

Date

**Patient Representative's Name
and Relationship (Type or Print)**

**Patient's Representative's
Signature**

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Open Payments Data

The Open Payments database is a federal tool used to search payments made by drug and device companies to physicians and teaching hospitals. It can be found at

<https://openpaymentsdata.cms.gov>.

For informational purposes only, a link to the federal Centers for Medicare and Medicaid Services (CMS) Open Payments web page is provided here. The federal Physician Payments Sunshine Act requires that detailed information about payment and other payments of value worth over ten dollars (\$10) from manufacturers of drugs, medical devices, and biologics to physicians and teaching hospitals be made available to the public.