



DERMATOLOGIC SURGERY
OF THE CAROLINAS, LLC

You are scheduled at our Ballantyne office on _____

Please arrive at the office at _____.

Thank you

KINDLY GIVE 48 BUSINESS HOURS NOTICE IF YOU MUST CANCEL OR RESCHEDULE

Welcome to Dermatologic Surgery of the Carolinas!

Enclosed you will find several information forms to fill out prior to your arrival at our office for your appointment. **Please bring completed forms with you on your appointment day.** The enclosed forms include:

- Patient information form
- Medical history form
- Signature form for Privacy Policy (HIPAA), Financial Policy, and Release of Medical Information
- Directions to our office

If you should have any questions regarding your appointment, insurance coverage or the Mohs procedure, please do not hesitate to contact our office at (704)919-1105. Here at Dermatologic Surgery of the Carolinas we strive to provide top-quality, cutting-edge treatment of skin cancer and other dermatological conditions so please do not hesitate to contact us if you have any questions or concerns.

Along with the enclosed forms, please bring the following to your upcoming appointment:

- **Insurance card** (Dr. Lane cannot see you without verifying your insurance with your insurance card)
- **Co-pay or Deductible** (We will verify this with you prior to your appointment time)

Completing these forms with their required signatures and having your insurance card and co-pay/deductible can dramatically decrease the time required for check-in, so we appreciate your assistance and we look forward to your visit.



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Excision: Day of Surgery Guidelines

1. Plan to spend at least one hour in the office for your procedure
2. You can drive yourself to and from the office unless you will be taking any type of pre-op sedative prior or if your surgery site may affect your driving
3. You will be able to eat and drink as normal and take your normal medications **except for those listed:**
4. *****IF YOU ARE ON COUMADIN, DO NOT STOP TAKING IT*****
5. Please wash the area well and do not apply any lotion, creams or makeup
6. Plan to stay in town at least until your stitches are removed, 1-2 weeks depending on location
7. Do not plan any physical activities for at least 48 hours after the procedure
8. No weight lifting, aerobics, running, golf, tennis, swimming etc is allowed while sutures are in place
9. **Due to limited space in our waiting room, we ask that you do not bring more than one person to join you at your appointment.**
10. **Due to the lengthy nature of procedures, please do not bring children with you on the day of your procedure.**
11. We will numb the area with a local anesthetic. Depending on the size of the defect, sutures may be required to repair the area.
12. You will leave the office with a bulky bandage that is to stay on and dry for 24 hours.
13. Wound care will be explained by the nurse before you leave the office.
14. Risk and side effects include, but not limited to: bleeding (which we will stop in the office), scarring and discoloration (the area will be red initially and fade to a white color that normally occurs with scarring) and possible nerve damage (due to injuring the sensory nerves in the tissue, which normally gets better with time).
15. One week prior to your appointment, you may receive a call from our billing department with any payment details that will be due at the time of service.



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: ____/____/____

Privacy Practices (HIPAA)

By signing below, I acknowledge that I have read and understand Dermatologic Surgery of the Carolinas' Notice of Privacy Practices. This document is posted on our website and made available at our check-in desk. We would also be happy to provide you with a copy of this policy for you to take home with you.

Signature: _____ Date: ____/____/____



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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. **An estimate of ALL co-payments, deductibles, co-insurances not covered by your insurance carrier will be collected up front and due on the date of service.** Failure on our part to collect these from patients may be considered insurance fraud. **When calling to confirm your appointment, we will notify you of the amount due at the time of service – this is only an ESTIMATE.** Due to the possible extensive nature of some dermatologic procedures, there may be instances where additional procedures may be necessary in order to fully remove or treat your condition and/or lesion. This would result in additional fees.

To provide the best care possible, Dermatologic Surgery of the Carolinas may, on occasion, send specimens to an outside source for processing. Examples of these services are pathology and laboratory testing. Should we send specimens to other providers, you will receive a separate billing statement from the outside pathologist and/or laboratory; these charges will be in addition to those for services rendered by Dermatologic Surgery of the Carolinas.

We accept payment in the form of **cash, check, Visa, AMEX, 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. There is a \$30 fee for any returned check. Your signature below signifies your understanding and willingness to comply with this policy.

I have read and understand this financial policy statement. I agree to make in-full prompt payment to Dermatologic Surgery of the Carolinas when billed for any and all charges not covered or paid by valid insurance benefits for and in consideration of services rendered.

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: ____/____/____



DERMATOLOGIC SURGERY OF THE CAROLINAS, LLC

How did you find us?

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

- Physician - Name:
Other

PLEASE FILL OUT ALL SECTIONS COMPLETELY

Form section containing patient information fields: Last Name, First Name, MI, Previous Name, Mailing Address, City, State, Zip Code, Home Phone, Cell Phone, Work Phone, Primary Care Physician, Referring provider, Patient Date of Birth, Race, Ethnicity, Preferred Language, Email.

Form section containing responsible party and adult emergency contact information: Responsible Party (Name, Address, City, State, Zip Code, Phone, Email, Relationship to patient), Adult Emergency Contact (Name, Address, City, State, Zip Code, Phone, Alt. Phone, Relationship to patient).

Form section containing home address and pharmacy information: HOME ADDRESS (REQUIRED if PO Box given as mailing address), PHARMACY INFORMATION (Name, Address, Phone).

By signing below, I authorize Dermatologic Surgery of the Carolinas, LLC to leave messages in reference to any items that assist in carrying out healthcare operations.

Do we have your permission to leave a detailed message/appointment reminder on your:

- Home phone: Yes No Cell: Yes No Work phone: Yes No Email: Yes No

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



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MEDICAL HISTORY

Patient Name: _____ DOB: _____

Please list any medications, herbal supplements and/or vitamins you are currently taking and dosage (mg): None

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"/> Anxiety | <input type="checkbox"/> Depression | <input type="checkbox"/> Seasonal allergies/asthma |
| <input type="checkbox"/> Artificial heart valve (Year_____) | <input type="checkbox"/> Diabetes | <input type="checkbox"/> Skin Cancer (melanoma) |
| <input type="checkbox"/> Artificial joints or metal implant (Year_____) | <input type="checkbox"/> Heartburn/Reflux | <input type="checkbox"/> Skin Cancer (basal/squamous cell carcinoma) |
| <input type="checkbox"/> Atopic Dermatitis/Eczema | <input type="checkbox"/> High Blood Pressure | <input type="checkbox"/> Skin Pre-Cancers (actinic keratoses) |
| <input type="checkbox"/> Atypical moles | <input type="checkbox"/> HIV | <input type="checkbox"/> Skin disorders (other) |
| <input type="checkbox"/> Autoimmune disease (lupus, rheumatoid arthritis) | <input type="checkbox"/> Keloids or scarring problems | <input type="checkbox"/> Systemic problems (fever/chill/etc.) |
| <input type="checkbox"/> Bleeding disorder | <input type="checkbox"/> Kidney disease | <input type="checkbox"/> Thyroid trouble |
| <input type="checkbox"/> Blood clots | <input type="checkbox"/> Liver disease or hepatitis | <input type="checkbox"/> Ulcers (stomach) |
| | <input type="checkbox"/> Lung disease | <input type="checkbox"/> Other conditions |
| | <input type="checkbox"/> Muscle aches | Please list: _____ |
| | <input type="checkbox"/> Pacemaker/Defibrillator | |
| | <input type="checkbox"/> Plastic/cosmetic surgery | |

Female patients (check all that apply): I am: pregnant nursing planning to become pregnant soon

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

Personal history of previous skin cancer? Yes No Location/When treated? _____

Please list other major illnesses: _____

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 (Basal/Squamous cell): _____ | <input type="checkbox"/> Eczema: _____ |
| <input type="checkbox"/> Other Cancers: _____ | <input type="checkbox"/> Other: _____ |

- | | |
|---|---|
| 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 had at least one blistering sunburn? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Drink alcoholic beverages? <input type="checkbox"/> Yes <input type="checkbox"/> No | Have you ever used a tanning bed? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| How many drinks on a typical day? _____ | Do you currently use a tanning bed? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Do you use recreational drugs? <input type="checkbox"/> Yes <input type="checkbox"/> No | Did you have a flu vaccine within the past year? <input type="checkbox"/> Yes <input type="checkbox"/> No Approx Date _____ |
| | Did you have a pneumonia vaccine in the past year? <input type="checkbox"/> Yes <input type="checkbox"/> No Approx Date _____ |



DIRECTIONS TO OUR CHARLOTTE OFFICE

Ballantyne Medical Two Building
15830 Ballantyne Medical Place (Formerly John J. Delaney Dr)
Suite 225
Charlotte, NC 28277
Phone: 704-919-1105
Fax: 704-910-3163

Directions from Mint Hill / Matthews / Indian Trail:

- Take I-485 South/Inner towards Pineville
- Take Johnston Road South (US-21) Exit 61B
- At the 3rd stoplight, turn right onto Ballantyne Commons Parkway
- At the first stoplight, turn right onto Ballantyne Medical Place (formerly John J. Delaney Drive)
- Look for the blue marquee on the left called Ballantyne Medical Two, building number 15830
- Turn left at the blue Ballantyne Medical Two marquee sign and make a left into the parking lot for building 15830
- Our office is on the 2nd floor, suite 225

Directions from Rock Hill / Fort Mill/Gastonia:

- Take I-485 Outer towards Pineville
- Take Johnston Road Exit 61A
- Make a right onto Johnston Road South (US-21/521)
- At the 2nd stoplight, turn right onto Ballantyne Commons Parkway
- At the 1st stoplight, turn right onto Ballantyne Medical Place (formerly John J. Delaney Drive)
- Look for the blue marquee on the left called Ballantyne Medical Two, building number 15830
- Turn left at the blue Ballantyne Medical Two marquee sign and make a left into the parking lot for building 15830
- Our office is on the 2nd floor, suite 225

Directions from North Charlotte/University:

- Take I-85 South to I-77 South
- Merge onto I-485 Outer towards Pineville
- Take Johnston Road Exit 61A
- Make a right onto Johnston Road South (US-21/521)
- At the 2nd stoplight, turn right onto Ballantyne Commons Parkway.
- At the first stoplight, turn right onto Ballantyne Medical Place (formerly John J. Delaney Drive)
- Look for the blue marquee on the left called Ballantyne Medical Two, building number 15830
- Turn left at the blue Ballantyne Medical Two marquee sign and make a left into the parking lot for building 15830
- Our office is on the 2nd floor, suite 225

Directions from central Charlotte Area:

- Follow Park Road South out of the city until you reach the Pineville area
- When Park Road turns right (3 blocks after South Mecklenburg High School) continue straight on Johnston Road
- Continue on Johnston Rd past Hwy 51 (Pineville-Matthews Road) and over the I-485 overpass.
- After crossing the I-485 overpass, make a Right at the 3rd stoplight onto Ballantyne Commons Parkway.
- At the first stoplight, turn right onto Ballantyne Medical Place (formerly John J. Delaney Drive)
- Look for the blue marquee on the left called Ballantyne Medical Two, building number 15830
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