

PATIENT \_\_\_\_\_  
 FIRST MI LAST

DATE OF BIRTH \_\_\_\_/\_\_\_\_/\_\_\_\_ MARITAL STATUS:  Single  Married  Widowed  Divorced (Please check one)

Male  Female GENDER IDENTITY: \_\_\_\_\_ PREFERRED PRONOUN: \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY/STATE \_\_\_\_\_ ZIP \_\_\_\_\_

HOME PHONE # \_\_\_\_\_ Permission to leave a detailed message (Please type Yes or No) : \_\_\_\_\_

WORK PHONE # \_\_\_\_\_ Permission to leave a detailed message (Please type Yes or No) : \_\_\_\_\_

CELL PHONE # \_\_\_\_\_ Permission to leave a detailed message (Please type Yes or No) : \_\_\_\_\_

CELL PHONE # \_\_\_\_\_ Permission to text you (Please type Yes or No): \_\_\_\_\_

EMAIL: \_\_\_\_\_  Yes  No Permission to email you

The following is government mandated for medical offices to ask: Preferred Language: \_\_\_\_\_

Race:  White/Non-Hispanic  Hispanic/Latino  Black or African American  Prefer not to answer

Ethnicity (list multiple) *ex/ Swedish, Russian, Mexican, Japanese* \_\_\_\_\_

Primary Care Physician: \_\_\_\_\_ Office Phone #: \_\_\_\_\_

Were you referred to this office?  If yes, please specify: Referring Physician \_\_\_\_\_ Phone #: \_\_\_\_\_

EMERGENCY CONTACT Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone: \_\_\_\_\_

**Insurance Information: MUST be filled out completely for your insurance to pay.**

Primary Insurance Company: \_\_\_\_\_

Insured's Name \_\_\_\_\_ Relation to Patient \_\_\_\_\_ D.O.B. \_\_\_\_/\_\_\_\_/\_\_\_\_

Is insurance through an Employer?  Yes  No Employer's Name \_\_\_\_\_ Phone # \_\_\_\_\_

Secondary Insurance Company (if applicable): \_\_\_\_\_

Insured's Name \_\_\_\_\_ Relation to Patient \_\_\_\_\_ D.O.B. \_\_\_\_/\_\_\_\_/\_\_\_\_

Is insurance through an Employer?  Yes  No Employer's Name \_\_\_\_\_ Phone # \_\_\_\_\_

**MEDICARE PATIENTS**- Please complete this section

Yes No

- Have you joined a Medicare HMO or Medicare Advantage (PFFS)? If yes, identify \_\_\_\_\_
- Do you or your spouse work in a company which has more than 20 employees and have coverage through the insurance at that job?
- Are you covered by a HMO/PPO which makes Medicare secondary?
- Are you receiving Medicaid?

I request that payment of authorized Medicare benefits and, if applicable, Medigap benefits, be made either to me or on my behalf to Advanced Dermatology and Mohs Surgery for any services furnished to me by that provider. To the extent permitted by law, I authorize any holder of medical or other information about me to release to the Centers for Medicare and Medicaid Services, my Medigap insurer, and their agents any information needed to determine these benefits or benefits related services

Signature \_\_\_\_\_

Date \_\_\_\_\_

PATIENT SIGNATURE \_\_\_\_\_  
 DATE \_\_\_\_\_

PARENT/GUARDIAN SIGNATURE \_\_\_\_\_  
 DATE \_\_\_\_\_

Patient Name \_\_\_\_\_ Age: \_\_\_\_\_ Date of Birth \_\_\_\_\_

**Referred By: (Please select referral source):**

Physician – Please provide NAME & ADDRESS: \_\_\_\_\_

Insurance     Telephone Book     Newspaper     Website     Physician Referral Line

Please list your **Pharmacy Preference** (include name, phone number and address): \_\_\_\_\_

Please list any medication **ALLERGIES**: \_\_\_\_\_

Please list or attach a list of all **MEDICATIONS** and **DOSAGES** you are taking by mouth (Include Aspirin, Ibuprofen, Vitamin E and Herbal Supplements):  
\_\_\_\_\_  
\_\_\_\_\_

Please list any medications or products you are currently using on your skin: \_\_\_\_\_

**Chief Complaint:**

Problem #1

Problem #2

What is the reason for your visit? \_\_\_\_\_  
Where is the location of your problem? \_\_\_\_\_  
How long has it been present? \_\_\_\_\_  
Does it itch, hurt, bleed or other? \_\_\_\_\_  
Have you used any treatment for it? \_\_\_\_\_

**ROS – REVIEW OF SYMPTOMS** (Please circle if you are presently experiencing any trouble with the following)

Fever     Swollen Lymph Nodes    **Problems with your** –  Eyes     Ears     Nose     Mouth     Heart     Lungs  
 Stomach/bowels     Urinary Tract     Joints     Blood     Nerves     Mood

**FOR WOMEN:** Are you or could you be pregnant now?     YES     NO

Are you breast feeding?     YES     NO

**PMH – PAST MEDICAL HISTORY**

(Please circle any conditions you have or have had)

**SKIN CANCER:**     Basal Cell     Squamous Cell     Melanoma

Skin cancer location(s): \_\_\_\_\_

<input type="checkbox"/> Keloids	<input type="checkbox"/> Artificial Valve	<input type="checkbox"/> Artificial Joint	<input type="checkbox"/> Liver/Hepatitis	<b>OTHER DISEASES:</b> _____ _____ _____
<input type="checkbox"/> Eczema	<input type="checkbox"/> Pacemaker	<input type="checkbox"/> Organ Transplant	<input type="checkbox"/> Blood/Anemia	
<input type="checkbox"/> Psoriasis	<input type="checkbox"/> Defibrillator	<input type="checkbox"/> Diabetes	<input type="checkbox"/> Lung Disorder	
<input type="checkbox"/> Cold Sores	<input type="checkbox"/> Heart Problems	<input type="checkbox"/> AIDS	<input type="checkbox"/> Kidney Disorder	
<input type="checkbox"/> Psychiatric	<input type="checkbox"/> High Blood Pressure	<input type="checkbox"/> Lupus	<input type="checkbox"/> Neurologic	

Other Cancers: \_\_\_\_\_

History of Radiation: \_\_\_\_\_

**PSH – PAST SURGICAL HISTORY:** Please list any other prior surgeries, including cosmetic surgery:

**FH – FAMILY HISTORY:** (Please circle any conditions anyone in your family has had)

Skin Cancer     Abnormal Moles     Hay Fever     Eczema     Asthma     Psoriasis

What family member has / had the condition? \_\_\_\_\_

**SH – SOCIAL HISTORY:** Please list your occupation: \_\_\_\_\_

Do you smoke?     YES     NO    Do you drink alcohol?     YES     NO     SOCIALLY

# Advanced Dermatology and Mohs Surgery

1049 East Wilson Street, Ste. 190; Batavia, IL 60510  
630-482-3700

## STATEMENT OF FINANCIAL POLICY

**Thank you** for choosing us as your health care provider! We are committed to the success of your treatment and care. Please understand that payment of your bill is part of this treatment and care. The following is our Statement of Financial Policy, which we require all of our patients to read, understand, and sign prior to any non-emergent treatment or care.

In order for us to successfully bill your insurance company, we need complete information and require a copy of your insurance card at **each** visit. Please cooperate with our Reception Staff in providing this information.

### When is Payment Due:

Payment is due at the time services are rendered in the office. To see how this affects your specific insurance situation, please discuss with the registration staff or your insurance company. **We accept Cash, Checks, Visa, Discover and Mastercard.**

### About Your Insurance Coverage:

- Commercial / Indemnity Insurance - Your policy is a contract between you and your insurance company. Since we are not a part to the contract, your account balance is your responsibility whether your insurance pays or not. As a courtesy, we will file a claim on your behalf. However, if your insurance does not pay within 60 days, you will be responsible to pay the balance of unpaid charges and follow up with your insurance directly.
- Managed Care Plan (HMO, POS, PPO) - You are responsible for paying any **co-payments, deductibles, and non-covered services** at the time services are rendered. It is the patient's responsibility to verify a physician's participation in their health plan prior to making an appointment. If your plan requires a referral for **ANY** service beyond your Primary Care Physician's office, you must contact our office staff. This will allow you to obtain the necessary information and authorization for your visit. Please understand that if you fail to do so, your insurance carrier may **NOT** authorize the visit. We must comply with your insurance company's rules and will **NOT** issue a retroactive referral for services already provided by another provider.
- Medicare - As required, we will file claims with Medicare. (We are a participating provider in the Medicare program). You are responsible to pay all Medicare co-payments and for services not covered under the Medicare program (such as cosmetic services). If Medicare does not forward claim information to your secondary insurance carrier, our office will do so and attach the primary explanation of benefits.
- Self-Pay or Self-Filing - Patients who do not have insurance coverage, who are unable to provide us with valid insurance information, or who wish to file their own insurance claims are responsible to pay 100% of charges at the time services are rendered.

**We offer you the opportunity to provide us with your credit card information so that we can automatically charge your account for any remaining balance AFTER INSURANCE PAYMENTS.**

### About our Staff:

Our staff has been trained to understand many insurance company policies, but they **DO NOT** have all the answers about your specific benefits. Please contact your employer for a copy of your *Benefits Guidebook*, or call your customer service number located on the back of your insurance I.D. card to obtain detailed information about your plan coverage. **It is your responsibility to know if we are under your insurance plan.**

### Past Due Account Balances:

If your account balance becomes past due, appropriate action will be taken to collect the amount due. If you have issues that prevent you from paying the full balance due, please contact our office so we can help find a solution. If your account is in Collections, this may result in dismissal from the practice.

### Returned Checks and Missed Appointments:

The fee for each check returned for insufficient funds is \$25. This fee will be automatically charged to your account when your check is returned from the bank. We understand that emergencies, though rare, do occur, and are taken into consideration; however, we have invested substantial resources to provide care for you and had staff members waiting for your arrival. The courtesy of a cancellation phone call 1 business day, Monday through Friday, prior to your appointment time would be most helpful to provide care to other patients waiting to be seen. We require the 1 business day cancellation, or a \$50 missed appointment fee will be charged for office visit appointments. If a surgical procedure is cancelled without 2 business day notice, a \$100 fee will be charged. Due to the amount of time involved in coordinating any reconstructive surgeries, a \$100.00 fee will be charged for rescheduling outside closure MOHS appointments. These fees must be paid before any future appointments can be scheduled.

**Thank you for reading and understanding our Statement of Financial Policy. Please let our Practice or Office Staff know if you have any questions or concerns.**

**I HAVE READ THE STATEMENT OF FINANCIAL POLICY. I UNDERSTAND AND AGREE TO THE POLICY**

\_\_\_\_\_  
Patient's Name (Please Print)

\_\_\_\_\_  
Signature of Patient or Guarantor

\_\_\_\_\_  
Date



### Credit Card Authorization

**Please read this time saving policy!**

To Our Patients:

As you know if you have ever checked into a hotel or rented a car, the first thing you are asked for is a credit card, which is imprinted and later used to pay your bill. This is an advantage for both you and the hotel or rental company, since it makes checkout easier, faster, and more efficient.

We have implemented a similar policy. You will be asked for a credit card number at the time you check in and the information will be held securely until your insurance(s) have paid their portion and notified us of the amount of your share. **At that time, any remaining balance owed by you will be charged to your credit card, and a copy of the charge will be mailed to you.**

This will be an advantage to you, since you will no longer have to write out and mail us checks. It will be an advantage to us, as well, since 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. The American Medical Association estimates it costs \$7 to \$12 to collect \$20 dollars.

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

Co-Pays due at the time of the visit will, of course, still be due at the time of the visit.

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

**Please list other family members who are also patients in our office to include on this authorization: (ex., Son, Daughter, Husband, etc...)**

Sincerely,

\_\_\_\_\_

\_\_\_\_\_

Sharon L. Horton, M.D.

\_\_\_\_\_

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***I authorize Advanced Dermatology and Mohs Surgery to charge outstanding balances on my account to the following card:***

- Visa                       MasterCard                       Discover

Account Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Cardholder's Name (Please print) \_\_\_\_\_ Security Code \_\_\_\_\_

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

# ADVANCED DERMATOLOGY AND MOHS SURGERY

## CONSENT FOR TREATMENT

I acknowledge and understand that, in presenting myself for treatment and continuing medical care at ADVANCED DERMATOLOGY AND MOHS SURGERY, that I authorize and consent to such procedures and care and to such medical, surgical or other services under the general and specific instructions of SHARON L. HORTON, M.D. and her assistants or her designee as is necessary in her judgment. I also acknowledge that the practice of medicine is not an exact science and that no guarantees will be made to me as the result of treatments or examinations by Sharon L. Horton, M.D.

**MINORS** must be accompanied by a parent/legal guardian for medical care. The parent/legal guardian may sign a release giving permission to Dr. Sharon L. Horton or her designee to treat the minor in the absence of the parent/legal guardian.

**Outside Laboratory Charges:** There may be a charge from an outside laboratory for ordered lab work and biopsies performed in our office. This bill will not come from Advanced Dermatology and Mohs Surgery and should be paid directly to the performing laboratory.

## ACKNOWLEDGEMENT OF RECEIPT OF PRIVACY NOTICE

### TO BE SIGNED:

I have received and have been presented with the opportunity to review the ADVANCED DERMATOLOGY AND MOHS SURGERY Privacy Notice during this visit/prior visit. I understand that I may obtain a copy of any future revised Notices.

\_\_\_\_\_  
Patient / Parent / Spouse / Legal Guardian

\_\_\_\_\_  
Date

Reason that Notice was not accepted or patient / representative did not acknowledge receipt:

\_\_\_\_\_ Patient indicates received on prior visit      \_\_\_\_\_ Patient declined to sign      Other \_\_\_\_\_

\_\_\_\_\_ Patient / Representative initials declined      \_\_\_\_\_ Employee initials (if patient / representative did not accept notice)

## ASSIGNMENT OF BENEFITS

In consideration of these medical services I hereby assign, transfer and set over to Advanced Dermatology and Mohs Surgery, all my rights, title, and interest to medical reimbursement benefits under my insurance policy(s) as indicated below.

## AUTHORIZATION TO RELEASE INFORMATION

I authorize Sharon L. Horton, M.D. DBA Advanced Dermatology and Mohs Surgery to furnish any consulting physician or insurance company and its representative, any information or copies of all hospital, medical records including photographs, consultation and prescriptions relating to illness or injury. A copy of this authorization shall be effective and valid. This authorization may be revoked at any time.

## AUTHORIZATION TO LEAVE MESSAGE

I authorize my health care provider, or a business associate of theirs, to contact me at any of the numbers or email addresses using an automatic telephone dialing system, using a pre-recorded voice or other third-party automated outreach and messaging system as well as to use my protected health information, or other personal or identifying information, during such contact for any administrative or healthcare matter. I consent to the practice, my provider, or their business associate contacting me via unencrypted email and text messaging.

## PAYMENT AGREEMENT

I hereby assume full responsibility for and agree to pay all costs, charges, and expenses incurred by the patient to Advanced Dermatology and Mohs Surgery. I understand and agree that this understanding constitutes a direct primary and personal undertaking by me and is not conditioned or contingent upon payment of any such costs, charges or expenses by any third party. An assignment of benefits of any insurance policy or medical reimbursement plan shall not be deemed waiver of the Provider's right to require payment directly from the undersigned. The Provider expressly reserves its right to require such payment. In the event that this obligation remains unpaid and requires referral for collection, the undersigned agrees to reimburse us the fees of any collection agency, which may be based on a percentage at a minimum of (40%) of the debt, and all costs and expenses, including reasonable attorney's fees we incur in such collection efforts. If the undersigned is more than one person, every obligation hereunder shall be joint and several.

All deductibles and co-pays are due at the time of service. We accept cash, checks or Visa, Discover, or Mastercard. Our charges are usual and customary for our area. You are responsible for payment regardless of any insurance company's determination of usual and customary rates, unless we have a participating agreement with that company. Necessary forms will be completed to expedite claims.

I understand and agree to the above statements. A copy of this consent/s shall be considered as valid as the original.

\_\_\_\_\_  
Signature of Patient / Parent / Guardian

\_\_\_\_\_  
Date



**ADVANCED DERMATOLOGY  
AND MOHS SURGERY**

1049 East Wilson Street, Suite 190  
Batavia, Illinois 60510  
Telephone (630) 482-3700  
Fax (630) 761-8724

## MINOR HIPAA RELEASE

(Patient Sticker)

I, \_\_\_\_\_,

(Parent Name)

hereby give Sharon Horton, M.D. and/ or Purvi Patel, P.A. permission to treat my

son/ daughter, \_\_\_\_\_, as a minor in my

(Patient Name)

absence.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date