



Last Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ First Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_ Zip: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Occupation: \_\_\_\_\_ Office Phone: \_\_\_\_\_  
SSN: \_\_\_\_\_ Marital Status: \_\_\_\_\_ Sex: M/F  
Birthday: \_\_\_\_\_ Age: \_\_\_\_\_ Email: \_\_\_\_\_

Emergency Contact

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Relationship: \_\_\_\_\_

Primary Physician

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Pharmacy

Pharmacy Name: \_\_\_\_\_ Location: \_\_\_\_\_

Referred By

Doctor: \_\_\_\_\_ Friend: \_\_\_\_\_ Internet: \_\_\_ Insurance: \_\_\_ Other: \_\_\_\_\_

Insurance Information

Primary Insurance: \_\_\_\_\_ Policy Holder: \_\_\_\_\_ Relationship: \_\_\_\_\_

Insured DOB: \_\_\_\_\_ Insured SSN: \_\_\_\_\_

Policy #: \_\_\_\_\_ Group #: \_\_\_\_\_ Referral YES/NO

Policy Holder Address: \_\_\_\_\_ Same as Above: \_\_\_\_\_

Secondary Insurance: \_\_\_\_\_ Policy Holder: \_\_\_\_\_ Relationship: \_\_\_\_\_

Insured DOB: \_\_\_\_\_ Insured SSN: \_\_\_\_\_

Policy #: \_\_\_\_\_ Group #: \_\_\_\_\_ Referral YES/NO



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

Medical History

Name (first & last): \_\_\_\_\_ DOB: \_\_\_\_\_

Reason for today's visit: \_\_\_\_\_

**Past Medical History:** (Please check all that apply)

- |  |   |
|--|---|
| <input type="checkbox"/> Asthma                        | <input type="checkbox"/> Anxiety                          |
| <input type="checkbox"/> Autoimmune Disease            | <input type="checkbox"/> Depression                       |
| <input type="checkbox"/> Arthritis (specify) _____     | <input type="checkbox"/> Diabetes                         |
| <input type="checkbox"/> Kidney Disease                | <input type="checkbox"/> GERD                             |
| <input type="checkbox"/> Hepatitis                     | <input type="checkbox"/> HIV/ AIDS                        |
| <input type="checkbox"/> High Cholesterol              | <input type="checkbox"/> Hypertension                     |
| <input type="checkbox"/> Radiation (specify) _____     | <input type="checkbox"/> Thyroid Problems (specify) _____ |
| <input type="checkbox"/> Seizures                      | <input type="checkbox"/> Chemotherapy (specify) _____     |
| <input type="checkbox"/> Pacemaker                     | <input type="checkbox"/> Stroke                           |
| <input type="checkbox"/> Organ/ Bone Marrow Transplant | <input type="checkbox"/> Defibrillator                    |
|  | <input type="checkbox"/> Artificial Joint                 |
| <input type="checkbox"/> History of fainting           |   |

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

**Skin History:**

- |  |   |
|--|---|
| <input type="checkbox"/> Skin Cancer (specify) _____     | <input type="checkbox"/> Actinic Keratosis (pre- cancers) |
| <input type="checkbox"/> Melanoma (location/ year) _____ | <input type="checkbox"/> Cancer (specify) _____           |
| <input type="checkbox"/> Eczema                          | <input type="checkbox"/> Psoriasis                        |
| <input type="checkbox"/> Atypical Moles                  | <input type="checkbox"/> Herpes Simplex (cold sores)      |
| <input type="checkbox"/> Hives                           | <input type="checkbox"/> MRSA                             |
| <input type="checkbox"/> Seasonal Allergies              | <input type="checkbox"/> Bleeding/ Clotting Disorders     |
| <input type="checkbox"/> Scarring/ Keloids               |   |

**Family History of Melanoma/ Skin Cancer:** Yes/ No (specify) \_\_\_\_\_

**Past Surgical History/ Hospitalizations:**

**Medications (prescriptions, over the counter, vitamins, supplements):**

**Allergies:** \_\_\_\_\_

**Allergies to Bacitracin/ Latex/ Epinephrine/ Adhesives:** (circle if applicable) Yes/ No



Marital Status (Circle One):

Single/ Married/ Divorced/ Domestic Partner/ Separated/ Widowed

Social History:

Tobacco: Yes/ No Former smoker: Yes/ No If yes, how much? \_\_\_\_\_

Alcohol: Yes/ No/ Occasional If yes, \_\_\_\_\_ drinks per day/ week

IV Drugs: Yes/ No If yes, what? \_\_\_\_\_ How often? \_\_\_\_\_

Sun History:

Do you wear sunscreen? Yes/ No If yes, what SPF? \_\_\_\_\_

Have you ever used a tanning booth? Yes/ No If yes, how often? \_\_\_\_\_

Have you had sunburns in the past? Yes/ No If yes, estimate how many? \_\_\_\_\_

Patients 65 and older:

Do you have a health care proxy? Yes/ No

Do you have a living will? Yes/ No

Did you have the pneumonia vaccine? Yes/ No?

Female Patients:

Are you pregnant? Yes/ No Date of last menstrual period? \_\_\_\_\_

Are you nursing? Yes/ No



## Patient Authorization for Release of Protected Health Information

**Patient Name:** \_\_\_\_\_ **DOB:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### **HIPAA Policy**

Patients over the age of 18 are protected under the Federal Health Insurance Portability and accountability Act. This Federal Law prohibits any staff member of Sperling Dermatology, LLC from discussing appointments, medications, test results, or treatment plans with anyone other than the patient. Often this causes difficulty for some patients who would like family members or caretakers to obtain information for or about them. This becomes especially important if your spouse or adult children assist with making appointments for you or if you are a college student away at school and your parents assist you with prescriptions and appointments.

If you would like to permit someone to discuss your medical condition, confirm appointments or obtain results on your behalf, please indicate their name(s) below. Only these individuals will be provided with information.

I have the right to revoke this authorization, in writing, at any time, except to the extent Sperling Dermatology, LLC has taken action in reliance on this authorization.

Name of individual: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

Name of individual: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

**Signature of Patient OR Parent/ Guardian:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I also consent for Sperling Dermatology, LLC to contact me by the following methods:

Leave message regarding *medical information* on:  
home phone/ work phone/ cell phone/ None **(Circle one)**

Leave message regarding *appointments* on:  
home phone/ work phone/ cell phone/ None **(Circle one)**

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

Responsible Party Name *(if different from patient)* \_\_\_\_\_ Signature: \_\_\_\_\_  
Relationship to patient: \_\_\_\_\_



I hereby authorize Sperling Dermatology, LLC to release any of my medical information necessary to process this claim and all future claims and also authorize payments directly to the provider. A photocopy of this assignment shall be valid as the original.

I certify that I am financially responsible for all charges including the deductible, co-payment, charges for cosmetic services, and collection fees not covered by your insurance company.

I hereby voluntarily consent for examination and treatment by Sperling Dermatology, LLC.

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

Responsible Party Name *(if different from patient)* \_\_\_\_\_ Signature: \_\_\_\_\_

Relationship to Patient: \_\_\_\_\_



Receipt of Notice of Privacy Practices Written Acknowledgement Form

This notice describes how medical/ protected health information about you may be used and disclosed and how you can get access to this information. Please review it carefully.

Summary:

By law, we are required to provide you with our Notice of Privacy Practices (NPP).

As a patient, you have the following rights:

1. The right to inspect and copy your information.
2. The right to request corrections to your information.
3. The right to request that your information be restricted.
4. The right to request confidential communication.
5. The right to a report of disclosures of your information.
6. The right to a paper copy of the Notice.

We want to assure you that your medical/ protected health information is secure with us. The Notice contains information about how we will insure that your information remains private.

I hereby acknowledge receipt of Sperling Dermatology, LLC's Notice of Privacy Practices.

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

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

Parent/ Guardian (print): \_\_\_\_\_ Relationship to patient: \_\_\_\_\_

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



### Credit Card Authorization Form

Please complete all fields. You may cancel this authorization at any time by contacting us. This authorization will remain in effect until cancelled.

Credit Card Information	
Card Type:	<input type="checkbox"/> MasterCard <input type="checkbox"/> VISA <input type="checkbox"/> Discover <input type="checkbox"/> AMEX
Cardholder Name (as shown on card): _____	
Card Number: _____	
Expiration Date (mm/yy): ____/____	CVV: _____
Cardholder Street Address and Zip Code (from credit card billing address): _____ _____	

I, \_\_\_\_\_, authorize Sperling Dermatology to charge my above credit card for outstanding balances for copays, coinsurances and deductibles. A phone call will be places to me to ensure I am aware that a charge to my card will be processed. I understand that my information will be saved to file for future transactions on my account.



## OFFICE POLICIES

### **MASKS ARE STILL REQUIRED IN OUR OFFICE, ONE MUST BE WORN UPON ENTERING THE BUILDING FOR YOUR APPOINTMENT**

At Sperling Dermatology, LLC, we pride ourselves in offering you personalized care and the very best in customer service.

**Inclement Weather:** Sperling Dermatology, LLC will close its offices during periods of inclement weather. We do not want our patients or our staff members to risk their safety. We will contact everyone who has an appointment via voice call and/or text message to notify you of any closures or delayed openings. During this time a member of our staff will be accessible by phone to help reschedule any appointments or answer any inquiries.

**Late Arrivals:** If a patient notifies the office or presents to the office late for a scheduled appointment with our provider(s), the patient will be asked to reschedule their appointment due to the Late Arrival Policy. When a patient arrives late, the time spent with the patient is minimized and does not allow for a full assessment. It also disrupts the schedules of our provider(s) and other patients. At Sperling Dermatology, LLC any patient who arrives more than 20 minutes late to their scheduled appointment time will be rescheduled. We will try our best to accommodate the patient with another time slot if possible.

**Insurance:** Please be advised, Sperling Dermatology, LLC has the right to obtain a copy of your health insurance card at the beginning of each of your appointment(s). Failure to provide this information will lead to a rescheduling of your current appointment.

**Minors:** We love children! Please understand that for the safety of your children, they are not allowed to join you in the aesthetic room during your facial treatment. We also do not advise children under the age of 13 years old unsupervised in our waiting room while you are enjoying your facial treatment.

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



