SKIN CARE PHYSICIANS OF GEORGIA, PC

DAVID E. KENT, M.D.   DAVID J. COHEN, M.D.   VICKIE M. BROWN, M.D.
JUDAH N. GREENBERG M.D.   STEVEN KENT, MD

Patient/Visitor Screening Tool

We thank you for visiting. Patients can be at risk for germs that can affect their care and treatment. For that reason, we have some questions to ask you to ensure patient safety as well as yours.

1. Do you have the following symptoms?

   □ Fever (100.4 degrees F or 38 degrees C)
   □ Difficulty
   □ Chills
   □ Muscle or Body Aches
   □Cough
   □Nausea, Vomiting, or Diarrhea

2. Have you traveled outside of the U.S. in the last 21 days?

   □ Yes   □ No

3. If "Yes" please list where you have travelled in the last 21 days:

4. Have you ever been in close contact with someone who has traveled outside of the U.S. in the last 21 days?

   □ Yes   □ No

5. If "Yes" please list where your close contact(s) have travelled within the last 21 days:

If you answered "Yes" to any of these questions, please contact the office to discuss your appointment with a staff member at (478)742-2180 immediately.

308 COLISEUM DRIVE • SUITE 200 • MACON, GEORGIA 31217 • 478-742-2180 • FAX 478-745-2623

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DIPLOMATE
AMERICAN BOARD OF DERMATOLOGY
DERMATOLOGIC SURGERY

MOHS MICROGRAPHIC SURGERY
CUTANEOUS LASER SURGERY
DERMATOLOGY

FELLOW AMERICAN COLLEGE MOHS
MICROGRAPHIC SURGERY AND CUTANEOUS ONCOLOGY

PATIENT QUESTIONNAIRE/REVIEW OF SYSTEMS

Name: ____
LAST FIRST MIDDLE OR INITIAL

Address: ____

City: ____________________ State: __________ Zip: __________

Social Security Number: ______________ Birth Date: __________ Age: ____

Sex: ___ Female ___ Male Email Address: ______________________

Telephone: ____________ Cell: ____________ Work: ______________

Employer: ______________________________ Marital Status: ________

Primary Care Provider: ______________________ Phone #: __________

Person Financially Responsible for Bill (if minor): ______________________

Address: ____________________ Employer: ____________________

Telephone: ________________ Relationship: ____________________

PRIMARY INSURANCE:

Insured Name: ____________________ Relationship: __________

Insured SSN: ______________ DOB: ____________ Sex: ___M ___F

Insured Address: ______________________________________

Insured Telephone: ______________ Employer: ______________

Insurance Company: ____________________________________

Policy Number: ____________________ Group Number: __________

SECONDARY INSURANCE:

Insured Name: ____________________ Relationship: __________

Insured SSN: ______________ DOB: ____________ Sex: ___M ___F

Insured Address: ______________________________________

Insured Telephone: ______________ Employer: ______________

Insurance Company: ____________________________________

Policy Number: ____________________ Group Number: __________

ETHNIC BACKGROUND:

Race: ______________ Ethnicity (circle one) Hispanic/Latino or Non-Hispanic

Preferred Language: ______________

Pharmacy Name, Address & Phone Number: ________________________

DEMOGRAPHICS CONSENT FORM

______________ INITIALS DATE

PRIVACY NOTICE FORM

Our notice of Privacy Practices provides information about how we may use and disclose protected health information about your health care. As provided in our notice, the terms of our notice may change. If we change our notice, you may obtain a revised copy simply by asking or requesting one in writing.

By signing below, you acknowledge that you have been informed that there is a privacy notice in our office and that you may acquire a written copy upon request.

______________ INITIALS DATE

PHYSICIAN ASSISTANT FORM

As you are aware, this office has opted to utilize the services of a certified Physician's Assistant (P.A.) for those levels of the practice that have been approved by the Georgia State Board of Medical Examiners.

Your signature on this approval conveys that you are in agreement with being treated by this Physician Assistant, who is acting under supervision of a Medical Doctor.

______________ INITIALS DATE

MEDICARE AUTHORIZATION

I authorize the holder of medical or other information to release to the Social Security Administration and Health Care Financing Administration, its intermediaries or carrier, any information needed to file a Medicare claim. I permit a copy of this authorization form to be used in place of the original, and requested payment of medical insurance benefits either to myself or to the party who accepts assignment. Regulations pertaining to Medicare assignment of benefits apply. **DEDUCTIBLE AND CO-INSURANCE (20% IF NO SUPPLEMENT) IS DUE AND EXPECTED AT THE TIME OF SERVICE.**

______________ INITIALS DATE

TRICARE/TRICARE PRIME/CHAMPUS INSURANCE

If you have Tricare, Tricare Prime or Champus, please READ CAREFULLY:

We are currently in network with Tricare and Champus; however, Tricare Prime (Active Duty members) does require a referral and/or prior authorization for which the patient is responsible for acquiring from their primary care physician.

I authorize the release of medical information for services rendered to my insurance company, and also authorize payment of medical benefits to the physician. I understand that I am responsible for any amount not covered by insurance. I also consent to the taking of photographs for medical, teaching purposes and office use.

______________________________ ______________

PATIENT SIGNATURE DATE

Name: ______________________________ DOB: ______________

AUTHORIZATION TO RELEASE MEDICAL INFORMATION

If you are 18 years of age or older; we must have your permission to discuss your treatment, medical, or financial information, etc. with anyone other than yourself. If a person's name is not listed on the consent form, we cannot discuss your information with them.

*****PLEASE SIGN IN ONLY ONE OF THE AREAS BELOW*****

I hereby give my consent for Skin Care Physicians of Georgia ,P.C. and staff to review or discuss my medical treatment, lab results, pathology reports, and/or financial information with the following persons, other than myself. I understand that I must submit a written request to amend this list.I understand that I have the right to revoke this authorization, in writing, at any time by sending such written notification to the practice's Privacy Officer at (office address or e-mail address). I understand that a revocation is not effective to the extent that my physician has relied on the use or disclosure of the PHI or if my authorization was obtained as a condition of obtaining insurance coverage and the insurer has a legal right to contest the claim.
I understand that information used or disclosed pursuant to this authorization may be disclosed by the recipient and may no longer be protected by federal or state law.

1. ________________________________ Relationship: ____________
(FIRST & LAST NAME) (DATE OF BIRTH)

2. ________________________________ Relationship: ____________
(FIRST & LAST NAME) (DATE OF BIRTH)

3. ________________________________ Relationship: ____________
(FIRST & LAST NAME) (DATE OF BIRTH)

4. Authorize to release to any mutual healthcare physicians or medical facilities.
___Yes ___ No

I authorize **Skin Care Physicians of Georgia, P.C.** to use and disclose my protected health information (PHI) listed below **upon my request**. This includes faxing this information to designated entities or persons.

____School/Daycare/Preschool ____Camp ____Employer ____Social Worker

____Personal Representative's Employer ____Truant Officer ____Parole Officer

____Family/Friends

This PHI is being used or disclosed for the following purposes:

____Work/School Excuse ____To verify restrictions ____Verify return to work/school

Signature: ______________________________ Date: ______________

OR

If there is no one that you wish your information to be released to, other than yourself, please sign below:

DO NOT RELEASE ANY INFORMATION ABOUT MY MEDICAL RECORDS OR FINANCIAL INFORMATION TO ANYONE OTHER THAN MYSELF.

Signature: ______________________________ Date: ______________

Exhibit A

The next generation of patient information

Permission to Create a *Health Exchange record* and Share My Medical Information with my Healthcare Providers

We are taking part in an exciting program to improve your healthcare and make office visits easier and more convenient. To do this, all of your doctors participating in the Central Georgia Health Network (CGHN) would like your permission to share your Health Information (as defined below) through the *Central Georgia Health Exchange* electronic medical record program (*Health Exchange*). This will authorize your CGHN-participating doctors to disclose your Health Information so that it can be shared electronically with other providers of healthcare to you.

I acknowledge that I have read the information set forth below and understand the permission I am giving in this document, and have had the opportunity to have my questions answered about the *Health Exchange and this* permission form.

☐ Yes, I agree to participate in the Central Georgia Health Exchange electronic medical record

☐ No, I do not wish to participate in the Central Georgia Health Exchange electronic medical record at this time

______________________	______________________	__________
Printed Name of Patient/Representative	*Signature of Patient/Representative*	*Date*

AUTHORITY OF REPRESENTATIVE:

I, ______________________________, do hereby state that I am authorized to sign this permission on behalf of the patient on the following basis:

Relationship to Patient: ______________________________

[A signed copy of this permission will be provided to the patient/representative]

This authorization will allow your CGHN-participating doctors to disclose your demographic, insurance, and medical information so that it can be shared with other providers of healthcare to you (including doctors, nurses, and other health professionals, as well as hospitals and other healthcare facilities) and CGHN, through the *Health Exchange* electronic medical record system. Only authorized healthcare providers and their contractors, and others whose job it is to maintain, secure, monitor and evaluate the operation of the information system and quality of care, would be able to access your information. The *Health Exchange* will allow your providers access to your health information more quickly and accurately than with paper charts.

By signing this authorization, I authorize all of my doctors who participate in CGHN to use and disclose my Health Information and to make such Health Information available through the *Health Exchange* to other healthcare providers who need access to my Health Information for the purposes described in this document. The Health Information may include, but is not limited to the following: Information contained in medical records; physicians' records; surgeons' records; x-rays, CAT scans, MRI films, photographs, or other radiological, nuclear medicine or radiation therapy films; pathology materials, slides or tissues; laboratory reports; genetic testing results; discharge summaries; progress notes; consultations; prescriptions; records of child abuse, spousal abuse, drug abuse and alcohol abuse; HIV/AIDS and sexually transmitted diseases diagnosis or treatment; physicals and histories; nurses' notes; patient intake forms; correspondence; social workers' records; insurance records; consents for treatment; and any other documents concerning any treatment, examination, periods of hospitalization, confinement, diagnosis or other information concerning my physical or mental condition.

Information disclosed pursuant to this permission may no longer be protected by federal health information privacy laws and may be subject to re-disclosure. However, the *Health Exchange* system incorporates access controls, encryption technology and other security features designed to protect the privacy and security of your Health Information. In addition, access to the *Health Exchange* will be limited to only those users who have agreed to use the *Health Exchange* consistent with your permission. Information shared through the *Health Exchange* will be used and disclosed for the following purposes and disclosures: clinical care; obtaining reimbursement for health care services; for administrative functions related to the provision of and payment for care; quality monitoring and improvement; and administrative management of the *Health Exchange* and CGHN.

You can learn more about the *Central Georgia Health Exchange* by reading the information booklet, "A Guide to the Central Georgia Health Exchange" that is available at the CGHE website (https://www.CGHE.net) or on request from your healthcare provider's office.

I understand that I may withdraw this permission by giving written notice to Administrator, Central Georgia Health Exchange, 111 Perimeter Parkway Macon, GA 31210. Any withdrawal of permission will be effective except to the extent action already has been taken in reliance on this permission. This permission will expire automatically if the *Central Georgia Health Exchange* program is discontinued.

I understand that my eligibility for treatment or any healthcare benefits cannot be conditioned on whether I sign this permission. However, to the extent I have refused permission, I understand that my Health Information will not be available to my other healthcare providers (including, but not limited to, participating Emergency Rooms, Urgent Care Centers, Hospitals, Surgery Centers, and Doctors' Offices) through the *Central Georgia Health Exchange*.

SKIN CARE PHYSICIANS OF GEORGIA, PC

CONSENT TO OBTAIN PRESCRIPTION HISTORY

This consent form authorizes Dermatologic Surgery Specialists to obtain and review my prescriptions history. Detailed prescription history provides your physician with information about medications being prescribed by other providers involved in your medical care. This information will improve the accuracy of our medication list in your medical chart and decrease any adverse drug reactions or inaccurate medication information such as medication names or dosages.

By signing this consent form you agree that Dermatologic Surgery Specialists can request and use your prescription medication history from other healthcare providers, pharmacies, and benefit payors (such as your insurance company) for treatment purposes.

Understanding all of the above, I hereby provide informed consent to Dermatologic Surgery Specialists to request, view, and use my external prescription history for treatment purposes. I have had the chance to ask questions and all of my questions have been answered to my satisfaction.

PATIENT NAME (Printed): ______________________________

PATIENT DATE OF BIRTH: ______________________________

PATIENT SIGNATURE: ______________________________

DATE OF SIGNING CONSENT FORM: ______________________________

PLEASE FULLY COMPLETE THE REASON(S) FOR YOUR VISIT TODAY:

1. Reason for today's visit? ______________________________
2. How long have you had this problem? ______________________________
3. What location of your body is affected? ______________________________
4. What are your symptoms (i.e. itching, burning, pain)? ______________________
5. Does anything make your problem worse? ______________________________
6. Does anything make your problem better? ______________________________
7. Does this problem affect your sleep? ______________________________
8. How does this affect your life? ______________________________
9. Have you been evaluated for this problem before? ______________________

   If so, by who? ______________________________

10. What was the diagnosis given? ______________________________
11. Did you receive any treatment? ______________________________
12. What was the treatment and how often did you receive it? ________________
13. Is there anyone in your family with similar symptoms? ______________________

______________________ INITIAL

______________________ DATE

HISTORY AND INTAKE FORM

Primary Care Provider: ____________________ Phone #: ______________

Past Medical History: (Please circle all that apply)

Anxiety
Arthritis
Asthma
Arterial Fibrillation (irregular heartbeat)
Bone Marrow Transplant
Benign Prostate Hyperplasia/BPH
Breast Cancer
Colon Cancer
Coronary Artery Disease
Depression
Diabetes
End Stage Renal Disease
GERD/IBS

Hearing Loss
Hepatitis
Hypertension/BP
HIV/Aids
High Cholesterol
Hyperthyroidism
Hypothyroidism
Leukemia
Lung Cancer
Lymphoma
Prostate Cancer
Radiation Treatment
Seizures
Strokes

Other: ____

____

____

Past Surgical History:

SURGERY	YEAR OF PROCEDURE	SURGEON

Height: ______________ Weight: __________

Skin Disease History: (Please circle all that apply)

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

Other: ____

____

____

Do you wear sunscreen? Yes No

If yes, what SPF? ________

Do you tan in a tanning salon? Yes No

Do you have a family history of Melanoma? Yes No

If yes, which relatives? ____

____

Medications: (Please list all medications)

____

____

____

Allergies: (Please list all allergies)

____

____

____

Social History: (Please circle all that apply)

- Currently Smokes
- Has Smoked in the Past
- Drug Use
- None

Other: ____

Cautions: (Please circle all that apply)

- Artificial Joints Within Past 2 Years
- Pacemaker
- Defibrillator
- Coronary Artery Disease
- High Blood Pressure
- Artificial Heart Valve
- *HIV/AIDS*
- Pre-medication Prior to Procedures
- Allergy to Latex
- Pregnant or Planning a Pregnancy
- History of Low Blood or Platelet Count
- Use Oxygen
- Prior Chemotherapy
- *Blood Thinners*