



# REDDINGDERM

Clinical & Aesthetic Dermatology

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 2107 Airpark Drive - Redding, CA 96001 - Phone: (530) 241-1111 - Fax: (530) 241-4870

NAME (FIRST MIDDLE LAST):		PREFER TO BE CALLED:	
GENDER: Male / Female	DATE OF BIRTH:	SOCIAL SECURITY NUMBER:	DRIVER'S LICENSE NUMBER:
RACE: Caucasian / Asian / Hispanic / American Indian / Black / East Indian / Pacific Islander / Other: _____			
MAILING ADDRESS (STREET/P.O. BOX - CITY - STATE - ZIP):			
EMAIL ADDRESS:			
HOME PHONE NUMBER:	CELL PHONE NUMBER:	WORK PHONE NUMBER:	
PREFERRED METHOD OF CONTACT: Home Phone / Cell Phone / Work Phone			
MARITAL STATUS: Single / Married / Separated / Divorced / Widowed Name of Spouse (if applicable): _____		WORK STATUS: Student / Homemaker / Unemployed / Retired Employed: Full Time / Part Time / Self	
OCCUPATION:		EMPLOYER/COMPANY NAME:	
EMPLOYER ADDRESS (STREET - CITY - STATE - ZIP):			
EMERGENCY CONTACT (NAME/RELATIONSHIP):		EMERGENCY CONTACT PHONE NUMBER:	
(IF PATIENT IS A MINOR) RESPONSIBLE PARTY (NAME/RELATIONSHIP):		RESPONSIBLE PARTY PHONE NUMBER:	
(CARE HOME RESIDENTS) CONTACT NAME:		CONTACT PHONE NUMBER:	

- May we leave a message on your home phone? Yes / No
- May we leave a message on your cell phone? Yes / No
- May we leave a message on your work phone? Yes / No
- May we mail you a postcard to remind you of a future appointment? Yes / No
- May we email you appointment information? Yes / No
- May we email you promotional information? Yes / No
- May we discuss your medical information (ie: biopsy or lab results, etc.) with your spouse, family member, or friend? Yes / No
- If yes, whom? \_\_\_\_\_

NOTICE TO CONSUMERS  
 MEDICAL DOCTORS AND THEIR ASSOCIATES ARE LICENSED AND REGULATED BY  
**THE MEDICAL BOARD OF CALIFORNIA**  
**(800) 633-2322**  
**WWW.MBC.CA.GOV**

DO YOU HAVE MEDICAL INSURANCE COVERAGE?  
 NO

YES /

PRIMARY INSURANCE NAME:	
POLICY / ID NUMBER:	GROUP NUMBER:
SUBSCRIBER NAME:	SUBSCRIBER'S RELATIONSHIP TO PATIENT:
SUBSCRIBER'S SOCIAL SECURITY NUMBER:	SUBSCRIBER'S DATE OF BIRTH:
SUBSCRIBER'S EMPLOYER:	

SECONDARY INSURANCE NAME (IF APPLICABLE):	
POLICY / ID NUMBER:	GROUP NUMBER:
SUBSCRIBER NAME:	SUBSCRIBER'S RELATIONSHIP TO PATIENT:
SUBSCRIBER'S SOCIAL SECURITY NUMBER:	SUBSCRIBER'S DATE OF BIRTH:
SUBSCRIBER'S EMPLOYER:	

Are you covered by a separate Prescription Drug Benefit Plan? YES / NO  
 \*\*If yes, please present card to receptionist

Are you currently eligible and/or receiving Medi-Cal benefits? YES / NO  
 \*\*If yes, please present card to receptionist

Is this illness due to an injury at work? YES / NO

**MEDICARE PATIENTS ONLY**

Are you covered by a HMO/PPO that makes Medicare secondary? YES / NO

Are you covered by the VA (Veteran's Administration)? YES / NO

Are you covered by the Federal Black Lung or End Stage Renal Disease Program? YES / NO

Do you or your spouse currently work and have insurance coverage from a company that has more than 20 employees? YES / NO

**ALL PATIENTS**

**Insurance Billing Authorization and Acknowledgement of Financial Responsibility:** I hereby authorize Redding Dermatology Medical Group, Inc. to furnish my insurance company with any information necessary for reimbursement of professional services rendered. I assign medical benefits to be paid directly to Redding Dermatology Medical Group, Inc., so that my insurance company may be billed directly. I realize that I am responsible for all non-covered services and any charges not covered by this assignment. I assume responsibility for charges if my insurance chooses not to pay within 90 days of the billing date.

\_\_\_\_\_  
 SIGNATURE OF PATIENT/RESPONSIBLE PARTY/GUARDIAN

\_\_\_\_\_  
 DATE

Please list/describe the skin condition/concern you would like us to evaluate/treat:

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Please list any past surgeries, hospitalizations, traumas, or serious illnesses:

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Please list all medications/supplements you are currently taking:

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Please list all medications/supplements you have taken but have discontinued in the last three months:

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Primary Care Physician Name: \_\_\_\_\_

Referring Physician Name: \_\_\_\_\_

Preferred Retail Pharmacy: \_\_\_\_\_

Preferred Mail Away Pharmacy: \_\_\_\_\_

Please estimate your height: \_\_\_\_\_ Please estimate your weight: \_\_\_\_\_

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**MEDICAL HISTORY (please check all that apply):**

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**EYES:**

- Visual Changes
- Double Vision
- Floaters
- Pain
- Redness
- Cataracts
- Glaucoma
- Macular Degeneration
- Blindness
- Wear Contact Lenses
- Wear Glasses
- Eye Surgery/Procedure \_\_\_\_\_

**CARDIOVASCULAR:**

- Chest Pain/Tightness
- Heart Disease
- Heart Murmur
- Irregular Heartbeat
- Heart Palpitations
- Heart Bypass
- Stent
- Pacemaker
- Defibrillator
- Heart Attack
- Cardiogram
- Angiogram
- Heart Surgery \_\_\_\_\_

**EARS/NOSE/THROAT/MOUTH:**

- Hearing Difficulties
- Wear Hearing Aids
- Runny Nose
- Congestion/Stuffiness
- Nose Bleeds
- Sinus Pain
- Tinnitus (Ringing in Ears)
- Ear Ache
- Toothache
- Sore Throat
- Wear Dentures
- Dry Mouth
- Cold Sores
- Canker Sores

**VASCULAR:**

- Varicose Veins
- Vascular Ablation/Surgery
- Edema

**GASTROINTESTINAL:**

- Ulcers
- Abdominal Pain
- Weight Loss
- Indigestion
- Eating Disorder
- Nausea/Vomiting
- Diarrhea/Constipation
- Jaundice
- Gastric Bypass/Procedure

ENDOCRINE:

- Diabetes - Type I / Type II
- High Blood Pressure
- Low Blood Pressure
- Hypoglycemia
- High Cholesterol
- Kidney Stones
- Kidney Disease / Failure
- Kidney Transplant
- Thyroid Disorder - Hypothyroidism / Hyperthyroidism
- Hyperhidrosis
- Hormone Replacement Therapy

INTEGUMENTARY:

- Dry Skin
- Psoriasis
- Eczema
- Rosacea
- Acne
- Keloids (raised painful scarring)
- Rash
- Shingles
- Vitiligo
- Hair Loss
- Nail Condition : \_\_\_\_\_
- Seborrhic Keratosis
  - Location(s): \_\_\_\_\_
  - Treatment: \_\_\_\_\_
- Actinic Keratosis
  - Location(s): \_\_\_\_\_
  - Treatment: \_\_\_\_\_
- Basal Cell Carcinoma
  - Location(s): \_\_\_\_\_
  - Treatment: \_\_\_\_\_
- Squamous Cell Carcinoma
  - Location(s): \_\_\_\_\_
  - Treatment: \_\_\_\_\_
- Melanoma
  - Location(s): \_\_\_\_\_
  - Treatment: \_\_\_\_\_
- Melanoma In Situ
  - Location(s): \_\_\_\_\_
  - Treatment: \_\_\_\_\_
- Wound/Laceration
  - Type: \_\_\_\_\_
  - Location: \_\_\_\_\_
- Infection
  - Type: \_\_\_\_\_
  - Location: \_\_\_\_\_
- Excision
  - Type: \_\_\_\_\_
  - Location: \_\_\_\_\_
- Cosmetic Surgery/Procedure
  - Type: \_\_\_\_\_
  - \_\_\_\_\_
- Laser Procedure
  - Type: \_\_\_\_\_
  - \_\_\_\_\_

NEUROLOGICAL:

- Fibromyalgia
- Migraines
- Headaches
- Seizures
- Dizziness/Lightheadedness
- Vertigo
- Fainting
- Speech Condition
- Paralysis
- Stroke
- Numbness/Tingling of Limbs
- Tremor
- Cerebral Palsy
- Parkinson Disease
- Multiple Sclerosis

PSYCHIATRIC:

- Depression
- Anxiety
- Paranoia
- Stress
- Memory Loss
- OCD
- Schizophrenia
- Dementia
- Alzheimer Disease

RESPIRATORY:

- Exposure to Tuberculosis
- Last Date/Result of PPD \_\_\_\_\_
- Chronic Cough
- Shortness of Breath
- Oxygen Dependent
- Use CPAP
- Pneumonia
- Asthma
- COPD
- Emphysema
- Bronchitis
- Lung Disease

MUSCULOSKELETAL:

- Use Wheelchair/Walker
- Joint Stiffness/Pain
- Muscle Pain/Weakness
- Arthritis - Osteo / Rheumatoid / Psoriatic
- Bone Disease
- Gout
- Joint Replacement \_\_\_\_\_
- \_\_\_\_\_
- Trauma/Broken Bones \_\_\_\_\_
- \_\_\_\_\_
- Back Surgery/Procedure \_\_\_\_\_
- \_\_\_\_\_

HEMATOLOGIC/LYMPHATIC:

- Cancer  
Location(s): \_\_\_\_\_  
Treatment: \_\_\_\_\_
- Easy Bruising
- Easy Bleeding
- Blood Clots
- Leukemia
- Lupus
- Anemia
- Use Anticoagulant/Antiplatelet Drug
- Blood Transfusion
- Refusal to Donate or Accept Blood
- HIV
- AIDS
- Hepatitis - A / B / C
- Liver Disease/Failure
- Liver Transplant

GENITOURINARY (MALE):

- Hernia
- Trying to Conceive
- Urinary Incontinence
- Infections
- HSV (Herpes)
- Genital Warts
- STD

GENITOURINARY (FEMALE):

- Trying to Conceive
- Pregnant - \_\_\_\_\_ wks
- Breast Feeding
- Use Contraception - Form: \_\_\_\_\_
- Irregular Menses
- Menopause
- Urinary Incontinence
- Infections
- HSV (Herpes)
- Genital Warts
- STD

ALLERGIC /IMMUNOLOGIC:

- Swollen Lymph Node/Gland
- Hay Fever
- Hives  
From: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Anaphylaxis  
From: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Food Allergy  
From: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- General Allergy:  
From: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Medication Allergy  
From: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FAMILY HISTORY:

- |  |                 |
|--|-----------------|
| <input type="checkbox"/> Skin Cancer         | Relation: _____ |
| <input type="checkbox"/> Cancer              | Relation: _____ |
| <input type="checkbox"/> Psoriasis           | Relation: _____ |
| <input type="checkbox"/> Diabetes            | Relation: _____ |
| <input type="checkbox"/> Autoimmune Disorder | Relation: _____ |

SOCIAL/PERSONAL HISTORY:

- Exercise  
Type: \_\_\_\_\_ Frequency: \_\_\_\_\_
- Caffeine  
Type: \_\_\_\_\_ Frequency: \_\_\_\_\_
- Tobacco  
Type: \_\_\_\_\_ Frequency: \_\_\_\_\_
- Alcohol:  
Type: \_\_\_\_\_ Frequency: \_\_\_\_\_
- Illicit/Recreational Drugs:  
Type: \_\_\_\_\_ Frequency: \_\_\_\_\_

# HIPAA NOTICE OF PRIVACY PRACTICES

## REDDING DERMATOLOGY MEDICAL GROUP, INC.

2107 Airpark Drive - Redding, CA 96001- Phone: (530) 241-1111 - Fax: (530) 241-4870

This Notice of Privacy Practices describes how we may use and disclose your protected health information (PHI) to carry out treatment, payment or health care operations (TPO) and for other purposes that are permitted or required by law. It also describes your rights to access and control your protected health information, "Protected Health Information" is information about you, including demographic information, that may identify you and that relates to your past, present or future physical or mental health or condition and related health care services.

### USES AND DISCLOSURE OF PROTECTED HEALTH INFORMATION

Your protected health information may be used and disclosed by your physician, our office staff and others outside of our office that are involved in your care and treatment for the purpose of providing health care services to you, to pay your health care bills, to support the operation of the physician's practice, and any other required by law. Storage and office placement of medical records will be protected according to the laws in this "Notice of Privacy Practices". Our files do not have doors or covers; however, only authorized personnel will be allowed access.

**Treatment:** We will use and disclose your protected health information to provide, coordinate, or manage your health care and any related services. This includes the coordination or management of your health care with a third party. For example, your protected health information may be provided to a physician to whom you have been referred to ensure that the physician has the necessary information to diagnose or treat you.

**Payment:** Your protected health information will be used, as needed, to obtain payment for your health care services.

**Healthcare Operations:** We may use or disclose, as needed, your protected health information in order to support the business activities of your physician's practice. These activities include, but are not limited to, quality assessment activities, employee review activities, training of medical students, licensing, and conducting or arranging for other business activities. For example, we may use a sign-in sheet at the registration desk where you will be asked to sign your name. We may also call you by name in the waiting room when your physician is ready to see you. We may use or disclose your protected health information, as necessary, to contact you to remind you of your appointment.

**We may use or disclose your protected health information in the following situations without your authorization:** as Required by Law, Public Health issues as required by law, Communicable Diseases; Health Oversight; Abuse or Neglect; Food and Drug Administration requirements; Legal Proceedings; Law Enforcement; Coroners, Funeral Directors, and Organ Donation; Research; Criminal Activity; Military Activity and National Security; Workers' Compensation.

**Inmates:** Required Uses and Disclosures; Under the law we must make disclosures to you and when required by the Secretary of the Department of Health and Human Services to investigate or determine our compliance with the requirements of Section 164.500.

**Other Permitted and Required Uses and Disclosures will be made only with your consent, authorization or opportunity to object unless required by law.** You may revoke this authorization, at any time, in writing, except to the extent that your physician or the physician's practice has taken an action in reliance on the use or disclosure indicated in the authorization.

### YOUR RIGHTS

**You have the right to inspect and copy your protected health information.** Under federal law, however, you may not inspect or copy the following records; psychotherapy notes; information compiled in reasonable anticipation of, or use in, a civil, criminal, or administrative action or proceeding, and protected health information that is subject to law that prohibited access to protected health information.

**You have the right to request a restriction of your protected health information.** This means you may ask us not to use or disclose any part of your protected health information for the purposes of treatment, payment or healthcare operations. You may also request that any part of your protected health information not be disclosed to family members or friends who may be involved in your care or for notification purposes as described in this Notice of Privacy Practices. Your request must state the specific restriction requested and to whom you want the restrictions to apply.

Your physician is not required to agree to a restriction that you may request. If the physician believes it is in your best interest to permit use and disclosure of your protected health information, your protected health information will not be restricted. You then have the right to use another Healthcare Provider.

**You have the right to request to receive confidential communications from us by alternative means or at an alternative location.** You have the right to obtain a paper copy of this notice from us, upon request, even if you have agreed to accept this notice alternatively i.e. electronically. You will be charged for record copies.

**You may have the right to have your physician amend your protected health information if you believe it is incorrect or incomplete, and you may request an amendment for as long as the information is kept by or for our practice.** To request an amendment, your request must be made in writing and submitted to our HIPAA Compliance Officer. You must provide us with a reason that supports your request for amendment. Our practice will deny your request if you fail to submit your request (and the reason supporting your request) in writing. Also, we may deny your request if you ask us to amend information that is in our opinion: (a) accurate and complete; (b) not part of the IHI kept by or for the practice; (c) not part of the IHI which you would be permitted to inspect and copy; or (d) not created by our practice, unless the individual or entity that created the information is not available to amend the information.

**You have the right to receive an accounting** of certain disclosures we have made, if any, of your protected health information.

We reserve the right to change the terms of this notice and will inform you by mail of any changes. You then have the right to object or withdraw as provided in this notice.

**Your physician has the right to terminate your healthcare for non-compliance to treatment.**

### COMPLAINTS

You may complain to us or to the Secretary of Health and Human Services if you believe we have violated your privacy rights. You may file a complaint with us by notifying our HIPAA Compliance Officer of your complaint. **We will not retaliate against you for filing a complaint.**

This notice became effective on April 14, 2003.

We are required by law to maintain the privacy of, and provide individuals with, this notice of our legal duties and privacy practices with respect to protected health information. If you have any objections to this form, please ask to speak with our HIPAA Compliance Officer.

Signature below is only acknowledgement that you have received this Notice of our Privacy Practices.

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SIGNATURE OF PATIENT/RESPONSIBLE PARTY/GUARDIAN

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DATE

# PATIENT FINANCIAL AGREEMENT AND ACKNOWLEDGMENT OF OFFICE POLICIES

## REDDING DERMATOLOGY MEDICAL GROUP, INC.

2107 Airpark Drive - Redding, CA 96001- Phone: (530) 241-1111 - Fax: (530) 241-4870

**Registration:** All patients must complete our patient information forms and maintain accurate information for proper communication and billing. To provide proof of insurance, patients must provide a current valid insurance card and government issued photo ID.

**Insurance:** We accept Medicare assignment and participate in most insurance plans. If you fail to provide correct insurance information or your insurance changes and you fail to promptly notify us, you may be responsible for the balance of a claim. Most insurance companies have claim filing time restrictions; if a claim is not received within 30 days of the date of service, it may be ineligible for payment and you will be responsible for the remaining balance. You are responsible for all non-covered services and any charges not covered by this assignment, including applicable copayments and deductibles. **Copayment is due at the time of service. If you cannot pay your copayment at the time of service, your appointment will be rescheduled.**

**Uninsured and Cosmetic Patients:** Payment is due at the time of service – no exceptions.

**Patient Appointments:** Two days prior to your appointment you will receive a call confirming your appointment. If you need to cancel your appointment we ask that you give us as much notice as possible so we are able to fill your appointment spot with a patient on our cancellation list. Patients arriving later than 15 minutes past their scheduled appointment time will be subject to rescheduling per the provider's discretion.

**Missed Appointment Fees:** Our policy is to charge \$25 after the first missed appointment not canceled within one business day or 24 hours before your appointment time, whichever is longer. After a second missed appointment, this fee will be \$50. Missed appointment fees will be your responsibility and billed directly to you. This fee must also be settled prior to scheduling with us again. We understand that emergencies occur and will take these situations on a case by case basis. Please help us serve you better by keeping your scheduled appointments.

**Scheduled Surgeries/Procedures:** If your physician recommends a scheduled surgery/procedure, your account will be forwarded to our surgery coordinator to check your eligibility and benefits. Our surgery coordinator will obtain a cost estimate which shows your financial responsibility, based on the benefit levels and coverage of your insurance plan and complete all pre-certification/authorization if your insurance company requires it. You will be contacted by our surgery coordinator to go over any prep that may be required, answer any questions you may have, and to collect a pre-surgical deposit. This deposit amount will depend on your coverage and deductible amount. No showing a scheduled surgery will result in a \$50 no-show fee.

**Minors:** A parent/legal guardian must accompany any patient under the age of 18 on the patient's first visit. This accompanying adult is responsible for payment of the account, according to office policy. Minors are permitted to come to subsequent appointments without their parent or legal guardian provided they are able to settle any payment that is due.

**Treatment:** During your visit your provider may recommend treatment to you and ask for your verbal consent to treatment. By this verbal agreement, you authorize Craig A. Kraffert, M.D., and/or his associates, assistants of his choice, and personnel assigned by him to perform the agreed upon procedure and/or to do any other procedures that in his judgement may be medically necessary for your wellbeing, including such procedures as are considered advisable to remedy conditions discovered during the procedure or operation. All patients understand there are risks associated with any procedure including the potential for serious harm, wound infection, anesthesia risks, and even death. No warranty or guarantee has been made as to the result or cure.

I hereby agree to the above financial agreement and office policies of Redding Dermatology Medical Group, Inc.

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SIGNATURE OF PATIENT/RESPONSIBLE PARTY/GUARDIAN

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DATE