

## **Pinehurst Medical Clinic Dermatology**

200 Pavilion Way, Second Floor, Southern Pines NC 28387  
1818 Doctors Drive, Sanford, NC 27330

Dear New Patient of Pinehurst Medical Clinic Dermatology,

We are pleased to welcome you as a new patient of Pinehurst Medical Clinic Dermatology. To ensure the best possible experience during your upcoming visit, please take note of the following:

1. Plan on arriving at least 30 minutes prior to the scheduled time of your appointment to avoid delays.
2. Bring your medical insurance card(s) and medications with you on the day of your appointment. To find a list of PMC's contracted payers or to review additional insurance information, please visit [pinehurstmedical.com/resources-category/insurance](http://pinehurstmedical.com/resources-category/insurance)
3. Complete your new patient paperwork before coming to your appointment. If you need a paper copy mailed to you, please call (910) 695-2161 to make this request. Please allow at least 2 business days for your request to be processed, and an additional 5-7 business days to receive a paper copy in the mail.
4. If previous medical records are needed our office may contact you to make arrangements to obtain records.
5. Please note: Full body skin exams (skin cancer screenings) are a very important part of your health maintenance. If you have other skin problems, such as hair loss, rashes, or acne, it can be difficult for a dermatologist to address everything in one visit. A thorough skin check should take up most of the visit, leaving little time for additional skin concerns. Please schedule a separate appointment for any other skin health problems, where the provider can focus thoroughly on just that problem.

We look forward to seeing you soon. In the event you need to cancel your appointment, we ask that you give us at least 24 hours' notice.

Sincerely,  
PMC Dermatology  
Southern Pines: (910) 235-3330  
Sanford: (919) 708-1555

**REGISTRATION FORM**
**PATIENT INFORMATION**

<b>Patient's Name:</b>		
<b>Address:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>
<b>Home Phone:</b>		
<b>Mobile Phone:</b>		<b>Other Phone:</b>
<b>Patient e-mail:</b>		
<b>Date of Birth:</b>	<b>Sex:</b> <input type="checkbox"/> Male <input type="checkbox"/> Female	
<b>Marital Status:</b> <input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> Unknown		
<b>Race:</b> <input type="checkbox"/> Black/African American <input type="checkbox"/> Asian <input type="checkbox"/> White <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Native Hawaiian/Other Pacific Islander <input type="checkbox"/> Unknown		
<b>Ethnicity:</b> <input type="checkbox"/> Hispanic <input type="checkbox"/> Non-Hispanic		
<b>Primary Language:</b> <input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Other: _____		
<b>Social Security Number:</b>		
<b>Primary Care Doctor:</b>		

**EMPLOYER INFORMATION**

<b>Employment Status:</b> <input type="checkbox"/> Employed <input type="checkbox"/> Self-employed <input type="checkbox"/> Retired <input type="checkbox"/> Disabled <input type="checkbox"/> Student <input type="checkbox"/> Unemployed
<b>Employer Name:</b>
<b>Employer Telephone:</b>

**EMERGENCY CONTACT**

<b>Emergency Contact Name:</b>
<b>Relationship to Patient:</b>
<b>Emergency Contact Phone:</b>

**RESPONSIBLE PARTY INFORMATION**

<b>Parent/Guardian Name:</b>		
<b>Address:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>
<b>Telephone:</b>		

**INSURANCE INFORMATION**

<b>Insurance Company:</b>	
<b>Policy / Group Number:</b>	<b>Effective Date – From:</b>
<b>Subscriber Name:</b>	<b>Patient's Relationship to Insured:</b>
<b>Subscriber SSN:</b>	<b>Subscriber's DOB:</b>
<b>Subscriber Employer:</b>	<b>Subscriber's Sex:</b> <input type="checkbox"/> Male <input type="checkbox"/> Female

MRN: \_\_\_\_\_

**Medical History Form**

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

Primary Care Provider: \_\_\_\_\_

Pharmacy (Name/City/Phone#): \_\_\_\_\_

**Alerts: (please circle all that apply)**

- |                                     |                   |                               |
|-------------------------------------|-------------------|-------------------------------|
| Allergy to adhesive                 | Breastfeeding     | MRSA                          |
| Allergy to latex                    | Defibrillator     | Pacemaker                     |
| Allergy to lidocaine                | Immunosuppression | Rapid heartbeat w/epinephrine |
| Allergy to topical antibiotic oint. | Keloid scarring   | Pregnancy                     |
| Blood-thinners                      |                   | Planning pregnancy            |

**Drug Allergies:**

\_\_\_\_\_  
\_\_\_\_\_

NO KNOWN DRUG ALLERIGES

**Medications: (please list all current medications)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NO MEDICATIONS

**Social History**

Smoking status: current smoker  former smoker  never smoked

Alcohol use: none  <1 drink/day  1-2 drinks/day  3 or more drinks/day

Occupation: \_\_\_\_\_

Do you wear sunscreen? Yes  No

*If yes, what SPF?* \_\_\_\_\_

Do you, or have you ever used a tanning bed?

Yes  No

Family history of skin cancer? Yes  No

*If yes, Basal Cell, Squamous cell, Melanoma and who?*

\_\_\_\_\_

***Past Medical History: (please circle all that apply)***

Acne	Dry Skin	Poison Ivy Reactions
Actinic Keratosis (pre-cancers)	Eczema	Precancerous Moles
Asthma	Flaking/Itching Scalp	Psoriasis
Basal Cell Carcinoma	Hay Fever/Allergies	Squamous Cell Carcinoma
Blistering Sunburns	Melanoma	HS
Anxiety	Depression	Hypothyroidism
Arthritis	Diabetes	Leukemia
Asthma	End Stage Renal Disease	Lung Cancer
Atrial Fibrillation	Gastroesophageal Reflux (GERD)	Lupus
Bone Marrow Transplant	Head Trauma	Lyme Disease
Benign Prostatic Hyperplasia (BPH)	Hearing Loss	Lymphoma
Breast Cancer	Hepatitis	Prostate Cancer
Colon Cancer	Hypertension (high blood pressure)	Radiation Treatment
COPD	HIV/AIDS	Seizures
Coronary Artery Disease (CAD)	Hypocholesteremia	Stroke
Decreased Immunity	Hyperthyroidism	Other: _____

***Past Surgical History: (please circle all that apply)***

Biological Valve Replacement	Lumpectomy (right, left, or bilateral)
Heart Transplant	Mastectomy (right, left, or bilateral)
Hip Replacement (right, left, or bilateral)	Mechanical Valve Replacement
Kidney Transplant	
Knee Replacement (right, left, or bilateral)	List any cancer surgeries below:
Liver Transplant	

**\*\*Please note:**

**Full body skin exams are a very important part of your health maintenance. If you have other skin problems, such as hair loss, rashes or acne, it can be difficult for a dermatologist to address everything in one visit. A thorough skin check should take up most of the visit, leaving little time for additional skin concerns. Please schedule a separate appointment for any other skin health problems, where the provider can focus thoroughly on just that problem.**

Account # \_\_\_\_\_

**Patient Acknowledgment and Authorization**

Please initial each section and sign to indicate acknowledgment and authorization.

**Patient Payment Policy**

I have read and understand the Pinehurst Medical Clinic, Inc. Patient Payment Policy and I agree to pay for treatment rendered to me/the patient.

**Notice of Privacy Practices**

I understand that Pinehurst Medical Clinic, Inc. will use and disclose my/the patient's health information for the purposes of treatment, payment, and healthcare operations, as permitted by law. Further information can be found in the Notice of Privacy Practices, which has been offered to me.

**Assignment of Insurance Benefits**

I authorize the payment of medical benefits to Pinehurst Medical Clinic, Inc., and hereby assign to Pinehurst Medical Clinic, Inc. and the professionals involved in my/the patient's care, all rights and claims for reimbursement under any private health insurance policy, Medicare, Medicaid, or any other programs that I identify for which benefits may be available to pay for the services provided to me/the patient.

**Consent to Treat**

I, the Patient/the Patient's Legal Representative, hereby grant permission to Pinehurst Medical Clinic, Inc., and its authorized representatives to perform examinations/treatment deemed necessary or advisable for diagnosis and treatment.

**Patient Rights and Responsibilities**

I understand that I have the right, and the responsibility, to participate in my/the patient's care and treatment. I understand that I have the right to be informed about the treatment being recommended, and the responsibility to ask questions if I do not understand it. I agree to provide accurate and complete information about my/the patient's health history and presenting complaint, to agree upon a treatment plan, and follow that plan. I understand that the Pinehurst Medical Clinic health care providers will treat me with respect, and I agree to do the same for them.

**Patient Name (printed):** \_\_\_\_\_**Patient/Legal Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **Pinehurst Medical Clinic Consent for Release of Protected Health Information to Family**

I consent to disclosure of the following protected health information about me to the following family member(s) or person(s) involved in my care or payment of my care:

1. \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

2. \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

3. \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Check all that apply:

- All of my medical information
- Information necessary to schedule appointments for me
- Lab or test results
- Information necessary to provide, call in or pick up prescriptions for me
- Information necessary to help my family member(s) to pick up or arrange for medical equipment to be provided to me
- Information necessary to bill for or submit claims for care provided to me to government or private insurance payers

My consent will remain in effect as long as I am a patient at Pinehurst Medical Clinic, unless and until I notify Pinehurst Medical Clinic in writing of any changes.

Patient Name (printed): \_\_\_\_\_

Patient/Legal Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Relationship to patient: \_\_\_\_\_

**Pinehurst Medical Clinic Patient Payment Policy**

1. Payment is due at the time of service. This may include deductibles, co-payments, co-insurance, and services not covered by an insurance company.
2. Payments may be made by cash, check, money order, MasterCard, Visa, Discover, or American Express.
3. You may receive a separate bill for services provided by a FirstHealth Cardiology & Specialty Clinic provider at PMC.
4. Patients without insurance may be eligible to receive a discount for payment in full on the day services are provided. You will need to speak to a Patient Account Representative.
5. A No-Show Charge will apply should you fail to keep your scheduled appointment without giving us a 24-hour or greater advanced notice of your cancellation. Three (3) consecutive appointment cancellations and/or no-shows may result in dismissal from Pinehurst Medical Clinic. The No-Show fees are \$75 for a new patient office visit, \$25 for an established patient office visit, and \$25-\$250 for procedure/testing appointments.
6. Patients may be charged a fee for the completion of forms.
7. Patients who feel their level of income is not sufficient to enable them to pay the amount they owe may apply for financial assistance by completing an application. This application may be obtained from one of our financial representatives or by calling Financial Services at 910-295-9391. Please note in general, financial assistance is extended only to patients whose family income is at or below 150% of the federal poverty limits.
8. Balances due after your insurance has paid will be reflected on billing statements sent to the patient's, or responsible party's, address. The amount due on the statement is due in full upon receipt. If you are unable to pay the amount in full it is your responsibility to call Financial Services to discuss making other payment arrangements.
9. Unpaid charges billed to your insurance will appear on your statement indicating they are pending a response from the insurance company. If a charge has been filed with your insurance for over 60 days without a response, please contact your insurance company. If the charge remains unpaid it may become your financial responsibility.
10. It is important to remember that health insurance coverage and plans vary, and not all charges will be covered or paid in full. If your insurance denies a service or does not pay in full, you are responsible for paying the remaining balance.
11. Services received as a result of an accident are to be paid promptly. We do not allow additional time for payment where the accident results in a lawsuit or insurance case.
12. If your health insurance plan requires a preauthorization or referral, it is your responsibility to ensure it is obtained before services are received.
13. New patient visits are coded per industry standards based on whether the patient is new to the specialty or subspecialty. Reference the following link for additional information:  
<https://www.aapc.com/blog/41276-new-vs-established-patients-whos-new-to-you/>
14. Failure to pay a balance due promptly may result in one or more of the following:
  - a. Your account may be referred to a collection agency,
  - b. Your past due status may be reported to the applicable credit bureaus,
  - c. Your ability to receive services from Pinehurst Medical Clinic may be jeopardized.
15. Billing codes will reflect all services provided during an appointment, e.g. if a new or chronic health issue is addressed during an annual wellness visit, a copay fee, co-insurance or deductible will apply depending on the patient's insurance plan. Evaluation and management of new or chronic health issues is not considered a part of the annual wellness visit and is a separate billable service.

**We encourage those who have questions regarding this policy document or any aspect of their bill to contact us at (910) 295-9391 or toll-free at (866) 327.3159.**



Increase Communication  
with your *Skin Care Experts*,  
Activate your EMA patient  
portal account at your visit!

EMA®



**Pinehurst Medical Clinic**  
D E R M A T O L O G Y

Ask a PMC Dermatology staff member to help you activate your EMA Patient Portal to allow:

- 24/7 access to medical information
- Faster notification of test results
- Increased ability to communicate with your Dermatology Care Team
- Receive important updates, and more.



Practice URL:  
[Pinehurstderm.ema.md](http://Pinehurstderm.ema.md)

