



PEDIATRIC PATIENT INFORMATION

781 Garden View Ct, Suite 201, Encinitas, CA 92024

Phone 760 634 3376 Fax 760 634 7955

PLEASE PRINT AND COMPLETE BOTH SIDES

Date: _____

Legal Patient Name: _____
Title Last First MI

Nickname: _____ Siblings: _____
(Name and ages)

DOB: ____/____/____ Age: _____ Male: _____ Female: _____

Parent/Legal Guardian Name: _____
(Mother) (Father)

Patient's Parents (check one) Married Separated Divorced Deceased

Parent/Legal Guardian Employer/Occupation: _____
(Mother) (Father)

Home Address: _____
City State Zip

Mailing Address: _____
(If different from above) City State Zip

Phone: (____) _____ (____) _____ (____) _____
Home Cell Work

Best place to leave message, including confidential information: (____) _____

Email: _____

INSURANCE INFORMATION

Primary Insurance Co: _____

Name of Insured: _____

Your relationship to insured: Self Spouse Parent

Member ID #: _____ Group #: _____

Secondary Insurance Co: _____

Name of Insured: _____

Your relationship to insured: Self Spouse Parent

Member ID #: _____ Group #: _____

PLEASE COMPLETE FRONT AND BACK



Modified: 01/22/14

Patient Name: _____ DOB: _____

Did someone refer you to us? (NAME) _____
 What is your child's main skin concern today? _____
 How long has it been present? _____
 Treatment to date: _____
 _____ Did it help? _____
 Any other skin problems that need to be addressed today? _____

 Dry/sensitive skin? Yes No Eczema? Yes No
 Asthma? Yes No Hay fever? Yes No

Past Medical History: Birth History Normal C-Section Weight ___ lbs ___ oz
 Any health problems? _____
 Prior surgeries or hospitalizations? _____

 Please List Current/Other Medications: _____

 Adverse Reactions: (Drug, herbal)? _____
 Allergies (foods/other)? _____
 Are your child's immunizations up to date? Yes No
 COVID 19 Vaccination? Yes No If yes, date: _____

MEDICAL PROBLEMS & SYSTEM REVIEW			FAMILY HISTORY			
Child			(Please indicate relationship to your child for yes responses)			
	No	Yes	Condition/illness	No	Yes	Relationship
Weight Loss			Skin Cancer:			
Recent Fever			Melanoma:			
Eyes			Eczema:			
Skin cancer / melanoma			Asthma:			
Headaches			Allergic Rhinitis:			
Epilepsy / Seizure Disorder			Other:			
Psychiatric Problems						
Ear / Nose / Throat						
Heart Problems						
Breathing difficulties						
Stomach pain, vomiting, diarrhea			SOCIAL HISTORY:			
Muscle aches / weakness			Siblings/Name/Age:			
Bladder problems						
Endocrine Problems						
Other:						

Is there anything else you would like to share with us about your child's history?

Is it ok for us to offer your child a lollipop at the end of the visit? _____ YES _____ NO

Reviewed by _____ Date _____

Patient Name: _____ DOB: _____

AUTHORIZATION TO RELEASE INFORMATION TO FAMILY MEMBERS

Under HIPPA requirements, we are not allowed to give any of your child's health information to anyone other than the parent and/or legal guardian who has signed the Pediatric Patient Forms. Please sign below if you wish to have us leave or discuss information regarding your child's appointment, test results, or procedures with another member of your family. Signing this form will only allow us to discuss appointment, test results, and procedures with the persons listed below.

I authorize Comprehensive Dermatology Group to release appointment information, test results, and procedure information to the following individuals.

1. _____ Relation to patient: _____
2. _____ Relation to patient: _____

Parent/Legal Guardian Signature: _____ Date: _____

AUTHORIZATION TO LEAVE A MESSAGE ON ANSWERING MACHINE

Under HIPPA requirements, we are not allowed to give any of your child's health information to anyone other than the parent and/or legal guardian who has signed the Pediatric Patient Forms. Please sign below if you wish to have us leave information regarding your child's appointment, test results, or procedures on a voicemail or answering machine. Signing this form will only allow us to leave appointment, test results, and procedures information on the phone numbers listed below.

I authorize Comprehensive Dermatology Group to leave a message regarding appointment information, test results, and procedure information on the following answering machines/voicemails.

1. (____) _____
2. (____) _____
3. (____) _____

Parent/Legal Guardian Signature: _____ Date _____

We will also post the current notice on our website.

E. Complaints

Complaints about this Notice of Privacy Practices or how this medical practice handles your health information should be directed to our Privacy Officer listed at the top of this Notice of Privacy Practices.

If you are not satisfied with the manner in which this office handles a complaint, you may submit a formal complaint to:

Region IX

Office for Civil Rights

U.S. Department of Health & Human Services

90 7th Street, Suite 4-100

San Francisco, CA 94103

(415) 437-8310; (415) 437-8311 (TDD)

(415) 437-8329 FAX

OCRMail@hhs.gov

The complaint form may be found at www.hhs.gov/ocr/privacy/hipaa/complaints/hipcomplaint.pdf. You will not be penalized in any way for filing a complaint.

PLEASE SIGN BELOW

I, _____
hereby, acknowledge receipts of the Notice of Privacy Practices given to me.

Sign: _____

Date: _____

If not signed, reason why acknowledgement was not obtained:



Office Policy

1. Missed Appointments:

- We require at least 24 business hours if you need to reschedule or cancel an appointment. A \$50 charge will be applied for appointments that are not cancelled in this time frame. 48 business hours are required to cancel a surgical procedure.
- A \$100 charge (\$200 charge for Mohs surgery) will be applied for surgical no shows or reschedules under the 48 business hour window.
- Please **Do Not** rely on our automated reminder service as your only reminder to keep your scheduled appointment, as we cannot guarantee this service or that the phone number provided is accurate and functional for this purpose.
- Please **Do Not** reply on text reminders. You must call our office to cancel your appointment.

2. Co-Payments and Deductibles:

- Co-pays are due at the time of check-in for your appointment. Our office accepts credit (Visa – Master Cards) and debit cards only. We do not accept cash or checks.

3. Insurance Cards:

- Please provide us with your insurance card. If you are unable to provide your insurance card, we will gladly see you as a **"Self Pay Patient"**. Then, you may submit the claim to your insurance for reimbursement.

4. Insurance Policies:

- As a courtesy, we will bill your primary and secondary insurance companies. However, you are ultimately responsible for payment of services not covered by your insurance plan. It is your responsibility to call and check with your insurance as to which services are covered.

5. Out-Of-Network:

- It is your responsibility to make sure Comprehensive Dermatology Group is in network with your plan. If you have out-of-network benefits, we will bill your insurance as a courtesy. Please note that you will be responsible for any remaining balance.

6. Cosmetic Services:

- Cosmetic services must be paid at the time of your visit. These services cannot be billed to your insurance. Cosmetic services include, but are not limited to: skin tag removal, benign growth removal, Botox, filler, peels, and laser treatments.

7. Minor Patients:

- The adult accompanying a minor and the minor's parents or guardians are responsible for full payment for services rendered. Comprehensive Dermatology Group is **NOT** a party to any divorce decree. Financial responsibility for minor receiving medical services rests with accompanying adult.

8. Collections:

- Comprehensive Dermatology Group will send you a statement after your insurer have been billed. If you have not received one 30 days after your visit, please contact our office. Once you receive the statement, you have 30 days from the date on the statement to dispute or pay the charges. We will charge a late fee on all outstanding balances after 30 days. If no payment is received after 120 days, your account may be turned to a collection agency.



By signing below, you agree that you received, understand and will abide by the described office policy: Thank you.

Print Name

Signature

Date