



Bainbridge Skin Surgery

Consultative Dermatology

WELCOME TO BAINBRIDGE SKIN SURGERY

Thank you for choosing our practice for your dermatologic needs. Dr. Duane Whitaker and staff look forward to serving you. We continually strive to provide you with a responsible opinion and the highest quality of dermatologic care and service.

IN PREPARATION FOR YOUR VISIT

Enclosed you will find your appointment reminder card, new patient forms and a map to our office. Please complete the following forms in advance and bring them with you to your appointment to help expedite the check in process:

- **Patient Registration**
- **Medical History**
- **Financial Policy**
- **Authorization to Disclose Protected Health Information**
- **Acknowledgement of Receipt of Notice of Privacy Practices**
 - Note: You may keep the *Notice of Privacy Practices* for your records

At the time of your visit, you will be asked to present your insurance card and to pay any applicable co-pay as required by your insurance company. We accept cash, check, Visa and Mastercard. For your protection and to comply with federal rules, we also require that you show a driver's license or other form of picture identification.

ON THE DAY OF YOUR VISIT

It is important that we have a complete list of your medications, including any creams, gels or ointments that are being applied to your skin. If you do not have a detailed list, please bring all medications with you to your appointment so that we may review them with you. We would be grateful if you would remove or avoid wearing any make-up to your appointment if you anticipate we will be examining your face or performing a skin cancer check.

In summary, please bring these items to your visit and plan to arrive at your scheduled appointment time to allow time to register you in our system:

- Completed forms (listed above)
- Detailed medication list or medications including topical creams applied to your skin
- Insurance Card
- Photo Identification
- Check, cash or credit card (if you have a co-pay)
- Any applicable medical records, referrals or pathology reports

If you have any questions prior to your visit please contact us at **(206) 317-6911** or visit our website at www.bainbridgeskinsurgery.com. In the event you need to cancel or reschedule your appointment, we ask for 72 hours advance notice. We look forward to caring for you and providing you with the most advanced dermatologic care.