



**DERMATOLOGY**  
 ASSOCIATES OF ITHACA  
*Healthier Skin Since 1983*

**PATIENT PAPERWORK**

**Ithaca Office:** 1051 Craft Road, Ithaca, NY  
**Cortland Office:** 3773 Luker Road, Cortland, NY  
 T: 607-257-1107 | F: 607-257-0369  
[office@ithacaderm.com](mailto:office@ithacaderm.com)

**Patient Name**

\_\_\_\_\_  
 First Middle Last

**Address**

\_\_\_\_\_  
 Street Number Street Name Apt #

\_\_\_\_\_  
 City State Zip Code

**Date of Birth**

\_\_\_\_\_

**Cell Phone #**

\_\_\_\_\_

**Home Phone**

\_\_\_\_\_

**Email address**

\_\_\_\_\_ (Your email will be used to set up your online patient portal)

**INSURANCE INFORMATION**

**Primary Insurance**

**Insurance Company**

\_\_\_\_\_

**Insurance ID #**

\_\_\_\_\_

**Subscriber Name**

\_\_\_\_\_

**Subscriber Date of Birth**

\_\_\_\_\_

**Secondary Insurance**

**Insurance Company**

\_\_\_\_\_

**Insurance ID #**

\_\_\_\_\_

**Subscriber Name**

\_\_\_\_\_

**Subscriber Date of Birth**

\_\_\_\_\_

**DO YOU HAVE SEPARATE PRESCRIPTION DRUG COVERAGE?**  YES  NO

If yes, please complete the following:

**Insurance Company**

\_\_\_\_\_

**Insurance ID #**

\_\_\_\_\_

**Insurance Bin #**

\_\_\_\_\_

**Insurance PCN #**

\_\_\_\_\_

**Insurance Group #**

\_\_\_\_\_

**GUARANTOR INFORMATION (IF UNDER 18)**

**Guarantor Name**

\_\_\_\_\_

**Relationship to Patient**

\_\_\_\_\_

**Resides at same residence?**

\_\_\_\_\_

**Gender**

Male  Female  Transgender (Please circle: M to F/ F to M)  
 Non-Binary  Prefer not to answer  Other:

**Marital Status**

Single  Married  Partnered  Widowed  Divorced

Previous/Maiden Name(s) \_\_\_\_\_

**PATIENT NAME** \_\_\_\_\_

Preferred/Nick Name \_\_\_\_\_

Preferred pronouns (optional) \_\_\_\_\_

Reason(s) for today’s visit: (include location; duration of problem – i.e. weeks, months, years; symptoms, treatments tried) \_\_\_\_\_

How did you hear about us?  Family/Friend  Instagram  Google/Internet Search  
 Facebook  Dr./Provider Recommendation  Self  
Other: \_\_\_\_\_

**PATIENT HISTORY**

Medical History: (please list all medical problems you have – i.e. diabetes, high blood pressure, cancer, etc.)  
\_\_\_\_\_

History of Surgeries: (include date, location and type)  
\_\_\_\_\_

History of skin problems: (Cancer, precancer, psoriasis, eczema, acne, other: include date, location and type)  
\_\_\_\_\_

Do you wear sunscreen?  Yes  No If yes, which type/SPF? \_\_\_\_\_  
Have you ever had a blistering sunburn?  Yes  No If yes, how many? \_\_\_\_\_  
Do you use a tanning booth?  Yes  No  
Do you have more than 50 moles?  Yes  No

Can we pull Rx history from pharmacy?  Yes  No

Medication	Dosage	Route (eg. oral, injection)	Frequency

\*Please attach additional medications if space provided is not enough.

Allergies: (list all medication allergies and reactions, e.g. rash)  I do not have any known allergies

**PATIENT NAME** \_\_\_\_\_

**SOCIAL HISTORY**

Who is your Primary Care Provider (PCP)? \_\_\_\_\_  
When was your last PCP Visit? \_\_\_\_\_  
What is your preferred pharmacy? \_\_\_\_\_

Tobacco Use Status (cigarettes, e-cigarettes, cigars, pipes, etc.): *Please check the box that best fits.*  
 Never Used Tobacco Products  
 Former Tobacco User  
 Current Everyday Tobacco User \_\_\_\_\_ pack/day for \_\_\_\_\_ years  
 Current Some Day Tobacco User \_\_\_\_\_ pack/day for \_\_\_\_\_ years

Alcohol Use: *Please check the box that best fits.*  
 Do not drink  
 Less than 1 drink/day  
 1-2 drinks/day  
 3 or more drinks/day

Advanced Care Directive: *Please select all that apply .*  
 I want full cardiopulmonary resuscitation measures to be made (Full Code)  
 I do not wish to have a breathing tube, even if it is necessary to save my life (Do not Intubate)  
 If my heart were to stop beating, I do not wish to have chest compressions or defibrillation, even if it is necessary to save my life  
 I have a living will  
 I have a healthcare proxy    Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

What is your ethnicity (e.g. Caucasian, Asian, African American)? \_\_\_\_\_  
Hispanic/None Hispanic: \_\_\_\_\_

Where did you grow up? \_\_\_\_\_

What is your occupation? \_\_\_\_\_  
If retired, what was your previous occupation? \_\_\_\_\_

What are your hobbies? \_\_\_\_\_

**FAMILY HISTORY**

Please check the following medical conditions that have occurred in your family and list the family members with the condition(s):

Melanoma	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Family member(s):	_____
Skin cancer	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Family member(s):	_____
Unusual moles	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Family member(s):	_____
Severe acne	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Family member(s):	_____
Asthma	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Family member(s):	_____
Hay fever	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Family member(s):	_____
Eczema	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Family member(s):	_____
Psoriasis	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Family member(s):	_____

**PATIENT NAME** \_\_\_\_\_

**ALERTS**

Do you have:	Pacemaker	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Defibrillator	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	An artificial heart valve	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Artificial joints within past two years	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you require:	Premedication prior to procedures	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Antibiotics prior to surgical/dental procedures?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	If yes, please explain: _____		
Do you have:	Allergy to adhesive	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Allergy to topical antibiotic ointments	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you take:	Blood thinners	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you:	Pregnant or planning a pregnancy	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	If yes, please explain: _____		
Do you have:	An allergy to lidocaine	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Rapid heartbeat with epinephrine	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Yeast infections with antibiotics	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	GI upset with antibiotics	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Problems with bleeding	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have a history of:	HIV/AIDS	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Hepatitis B/C	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you been diagnosed with:	Diabetes (DM)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Coronary Artery Disease (CAD)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Heart Failure (HF)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Chronic Obstructive Pulmonary Disorder (COPD)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**Have you been vaccinated against Covid-19?  YES  NO**

If yes, please list Covid-19 Vaccine(s) and Date(s):

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**PATIENT NAME** \_\_\_\_\_

### Billing Policies

Welcome to Dermatology Associates of Ithaca. We are dedicated to providing the best possible care and service to you and regard your understanding of our billing policies as an element of your care and treatment. Please let us know if you have any questions or concerns. At every visit, we will ask you to present your up-to-date insurance card, as well as to verify your current address and phone number to ensure that we have your correct information on file.

**Referrals and Preauthorizations:** If your insurance plan require that you have a referral or preauthorization to see a specialist, we must have that before you will be seen. Referrals are obtained through your primary care physician, and preauthorizations are obtained from your insurance company. If your insurance company does not pay your bill due to a referral or preauthorization dispute, you will ultimately be responsible for payment.

**Courtesy Billing:** As a courtesy to you, we will bill your insurance regardless of our participation status. If we do not participate with your insurance, you are responsible for all charges and will be billed accordingly. Please refer to your insurance company for confirmation of participation status and coverage of benefits.

**Co-Pays:** Payments are due at the time of service. There is a \$25 fee if we have to send your unpaid bill to collections (see Unpaid Personal Balances below).

**No-Show/Late Fees:** If you are unable to keep your appointment we require at least one business days' notice. Appointments not cancelled or rescheduled with one business days' notice are subject to a \$100 no-show fee, (\$150 for surgical appointments) which is not covered by insurance. No-show fees must be paid before your next visit. Repeated no-shows may prevent you from being able to schedule future appointments and may result in dismissal from the practice. We understand that extenuating circumstances may prevent you from calling beforehand. If that is the case, please call us as soon as you are able to do so. We are happy to discuss it with you.

**Returned Check Fee:** You will be subject to a returned check fee of \$20 if a check is returned from your bank.

**Unpaid Personal Balances:** Any unpaid personal balance over 90 days (either self-pay, co-pays, or balances after insurance) is subject to 1.5% per month interest. If you need to make payment arrangements for personal balances, we are happy to consider this; however, the request must be made in writing to our billing department to avoid the interest charge.

**Self-Pay Patients:** Dermatology Associates of Ithaca offers a 50% prompt pay discount to uninsured patients/guarantors. (For all services rendered to minor patients, we will look to the adult accompanying the patient and the parent or guardian with custody for payment.) Payment is due at the time of service unless other arrangements are made with our billing department. We will request your written signature validating you have no other medical coverage.

During the course of your visit the provider may perform certain procedures that result in additional charges, such as but not limited to: skin biopsies, skin surgeries, and liquid nitrogen treatment. These charges may be subject to co-pays and/or deductibles by your insurance company. If a biopsy is performed, then you may be subject to a charge from the pathology laboratory. By signing this you agree to all terms and conditions, and are responsible for any and all outstanding balances incurred by these services.

Thank you for choosing Dermatology Associates of Ithaca.

I authorize Dermatology Associates of Ithaca to bill my insurance and to release any information to my insurance that is necessary to settle a claim on my behalf for services rendered while a patient of Dermatology Associates of Ithaca. I also authorize payment to be made directly to Dermatology Associates of Ithaca.

If my insurance denies payment for certain services I agree to be personally and fully responsible for payment.

X

\_\_\_\_\_  
Patient Signature

\_\_\_\_\_  
Date

**Uninsured Patients:** I hereby attest that I am not insured.

X

\_\_\_\_\_  
Patient Signature

\_\_\_\_\_  
Date

**PATIENT NAME** \_\_\_\_\_

**INSURANCE AND PRIVACY CONSENT FORM**

This practice accepts assignment and files insurance for Medicare, Aetna (including student health plan), Excellus Blue Cross Blue Shield, The Empire Plan, GHI, HealthNow, Martin’s Point (US Family Health Plan), MVP/Cigna, POMCO, RMSCO, WellCare, Fidelis, and Molina. We will provide an itemized bill for patients with other insurance. If we will be filing your insurance claim for any of the above-mentioned insurances, please sign the payment authorization below.

I hereby authorize my insurance benefits to be paid directly to this practice and acknowledge that I am financially responsible for any unpaid balance.

X

\_\_\_\_\_  
Patient/Guardian Signature

\_\_\_\_\_  
Date

Occasionally, we will need to communicate information to you by telephone (for example, regarding biopsy results or a prescription called into the pharmacy).

Do we have permission to:

leave a detailed message on your preferred phone number?  YES  NO

leave a message at your place of employment?  YES  NO

discuss your medical condition(s) with anyone in your household?  YES  NO

If yes, whom and relationship: \_\_\_\_\_

Phone? \_\_\_\_\_

contact you via text message?  YES  NO

contact you via email?  YES  NO

If yes, please list email  
address(s) \_\_\_\_\_

The policy of this office is to maintain strict confidentiality of your personal health records. On occasion we do need to routinely disclose some information for treatment (for example: to a pharmacy), payment (for example: to your insurance company), and health care operations (for example: interoffice statistics). Your information will not otherwise be disclosed without your specific consent.

We are now required by law to give you a copy of the HIPAA Privacy Practices and to have you sign the following:

I hereby acknowledge that I have received a copy of the HIPAA Privacy Practices. I understand that if my personal medical information is given to me, then I am personally responsible for keeping those records confidential.

X

\_\_\_\_\_  
Patient/Guardian Signature

\_\_\_\_\_  
Date