

Mid-Cities Dermatology Clinic

WELCOME

Appt. Date: _____

Doctor: _____

Welcome to Mid-Cities Dermatology Clinic. Thank you for choosing us for your dermatological needs. We have enclosed your new patient paperwork to allow you to complete it and return within 7 - 10 days after receipt of this packet. Please note, if a patient is under 18 years of age, a parent or guardian must complete paperwork and attend the appointment with the minor. If the patient is 18 years of age or older, the patient must complete his/her own paperwork. We are required to update your paperwork every year even if there are no changes. We do appreciate your cooperation with this matter.

Please find the form titled HEALTH QUESTIONNAIRE. This form tells us about your medical history, which can play a vital role in the diagnosis of a medical condition. Please complete and sign this form in its **ENTIRETY**.

The form titled ASSIGNMENT OF INSURANCE BENEFITS AND RELEASE OF INFORMATION, please read and sign. The bottom portion of the form is **the release of information to someone other than yourself**, such as a family member or friend. You may complete the required information or decline the release of information then sign the bottom.

The form titled PATIENT FINANCIAL POLICY, is detailed information about our financial policies. Please read carefully and sign.

The form titled RECEIPT OF PRIVACY PRACTICES, with your signature indicates that you have received a copy of our privacy practices in accordance with HIPAA. A copy of our privacy practices is attached for your records.

Enclosed you will find an informational brochure on the doctor you have chosen. There is a map to help you navigate your way to our office. We are located in the Texas Health Resources Professional Building 1, west of HEB Hospital, in suite 306 on the 3rd floor. We have also included our office hours for your convenience.

After you have completed your new patient paperwork, please return it to us in the envelope provided. Please allow 7 - 10 business days for us to receive your paperwork. Two business days before your appointment you will receive a reminder call from our automated system. Should you need to cancel or reschedule your appointment, please notify the office within 24 hours at (817) 684-5100.