

# Grace Dermatology

& Micrographic Surgery

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Thank you for choosing Grace Dermatology and we look forward to serving you!

To ensure that you have the best possible experience, please follow these instructions:

## Arrival Time:

New patients, please arrive 15 minutes prior to your scheduled appointment time, as the check-in process for new patients takes more time. **If your appointment is at 8:00 am or 1:00 pm, arrive at your scheduled time (not 15 minutes early), as the office opens at 8 am and is closed from noon to 1 pm for lunch.**

## Please Bring:

1. Current, valid insurance card(s) (we will scan these into our system)
2. Photo ID (such as your driver's license)
3. Completed Patient Information/Registration forms (doing this before you arrive speeds up your check-in and ensures that you maximize your appointment time with the doctor).
4. Medication list including over-the-counter medications and supplements

## In order to be treated:

You must have your valid photo ID and current insurance card(s) at your check-in time. The Co-Pay that your health insurance requires will need to be paid at check-in. Also any Co-Insurance or any self-pay costs will be due on the date of service. You may want to check with your insurance company before your visit to see what they require.

## Referrals and Authorizations

If insurance referrals or authorizations are required, it is the patient's responsibility, working with the primary care physician, to assure that these are provided to our office prior to your visit. We, unfortunately, are not able to obtain these for you at the time of your visit. Without them, you will need to reschedule or be prepared to pay for services out of pocket.

## Minors

Because treatment cannot be provided without adult consent, **ALL MINORS** (less than 18 years old) must be accompanied by a parent or legal guardian to sign the appropriate consent forms.