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Dear Patient:

Welcome to Dermatology Associates of Lancaster, Ltd. We are pleased that you have chosen our providers to evaluate and provide your medical care.

To help us with this evaluation we are enclosing patient forms for you to **complete and bring along to your scheduled appointment**. These forms give us essential information that is important for us to serve you more efficiently.

**Please bring all information regarding your condition including any of the following to your visit:**

- **Pathology Results**
- **Laboratory Test Results**
- **List of oral and topical medications used for your condition**

**These results and medications are extremely beneficial in our evaluation of your dermatologic problem(s).**

Please check with your insurance company or Primary Care Physician before your appointment to determine if a referral is required for your visit at our office. If a referral is needed, please either bring it with you or have your referring physician send it to our office before the time of your appointment. It is important that you contact your Primary Care Physician at least 7-10 business days prior to your appointment to request this referral.

As mandated by Pennsylvania State law, we accept assignment on Medicare patients and Medicare forms will be submitted directly by our office. Please bring your primary and secondary insurance cards along on your visit. We will make a copy to keep in your file. As a courtesy to you, our office will submit claims to those insurance companies that we participate with. Our office collects all applicable co-pays at the time services are rendered. If you are unable to provide your insurance cards for verification, our office will require payment at the time the services are rendered.

It is the policy of Dermatology Associates of Lancaster, Ltd. to follow all federal and state laws and reporting requirements regarding identity theft. Please be informed that it is a requirement that you bring a photo ID issued by a local, state or government agency (valid driver's license, "green card", passport, employee ID card, or student ID card, current utility bill if photo ID submitted does not resemble the patient) to your appointment. If the patient is a minor, the patient's parent/guardian should bring the information listed above.

Please arrive 15 minutes before your appointment time to allow us to review your information and prepare your medical chart for the provider.

Please call if you have any questions. We realize time is valuable and we try to keep on schedule with patient appointments. If for any reason you are unable to keep this appointment, please give our office at least 48 hours notice. Failure to do so will result in a missed appointment billing fee.

If you have any questions, please do not hesitate to call or to ask when you arrive for your appointment.

We look forward to meeting you at your first appointment and providing quality medical care.

Sincerely,

Providers and Staff of *Dermatology Associates of Lancaster, Ltd.*