



Dear Patient,

Thank you for choosing Cary Skin Center. Cary Skin Center is committed to providing you with the highest quality healthcare.

We look forward to seeing you at your appointment. Please review and complete the attached forms and bring them with you to your appointment along with your insurance cards. If you have any questions, please do not hesitate to call our office **Monday, Tuesday and Thursday from 7:30 AM to 5:00 PM and on Wednesday and Friday from 7:30 AM to 1:30 PM** and we will be happy to assist you.

VISIT POLICIES

Surgical patients may be accompanied by ONE visitor, no children. Visitors may remain with you in the procedure room until the doctor starts the procedure. Visitors are welcome to wait in our lobby.

NO visitors are permitted for non-surgical appointments. Exceptions will be made for patients that rely on support for their care. Do not bring children or pets to any appointment.

Audio Recording, Video Recording, or Photographing Any Patients, Clinic Staff, Providers, Rooms, or Surgeries is PROHIBITED.

Cell phones and other electronic devices must be MUTED and SILENCED inside the facility.

PREPARE FOR YOUR APPOINTMENT:

- **COMPLETE FORMS C, D & F AND BRING THEM WITH YOU TO YOUR APPOINTMENT**
- **REVIEW, SIGN & BRING THE INSURANCE BENEFIT VERIFICATION FORM TO YOUR APPOINTMENT**
If you have any questions related to the Financial Policy of Cary Skin Center, please call our Insurance Department at (919) 277-1003.
- **POWER OF ATTORNEY, ADVANCE DIRECTIVE and DNR: If there is a Medical Power of Attorney, Advance Directive or DNR, a hard copy will need to be presented at the time of the appointment. If the Power of Attorney is in effect, whoever holds the Medical Power of Attorney should be present at your appointment.**
- **For more information and directions to our facility, please visit www.caryskincenter.com.**

IF YOU HAVE AN EXISTING CANCER POLICY, IN ADDITION TO YOUR MEDICAL INSURANCE, OR IF YOU WOULD LIKE YOUR RECORDS SENT TO A DOCTOR OTHER THAN WHO REFERRED YOU, PLEASE REQUEST TO FILL OUT A MEDICAL RELEASE OF RECORDS FORM THE DAY OF YOUR APPOINTMENT. TO PROTECT YOUR HEALTH INFORMATION, NO RECORDS WILL BE RELEASED WITHOUT A SIGNED RELEASE FORM. A \$15.00 FEE WILL BE ASSESSED FOR CANCER POLICY RECORD REQUESTS. IF YOU HAVE ANY QUESTIONS, PLEASE CALL OUR OFFICE AT 919-363-7546.

Form A

Biopsy Site Location and Submission of Photos

Thank you for choosing Cary Skin Center for your Mohs surgery. It is very important that the biopsy site be identified and photographed prior to surgery in the event that it heals on the surface making it difficult for us to locate. **We ask that you take these photos as close to the biopsy date as possible to ensure visibility.**

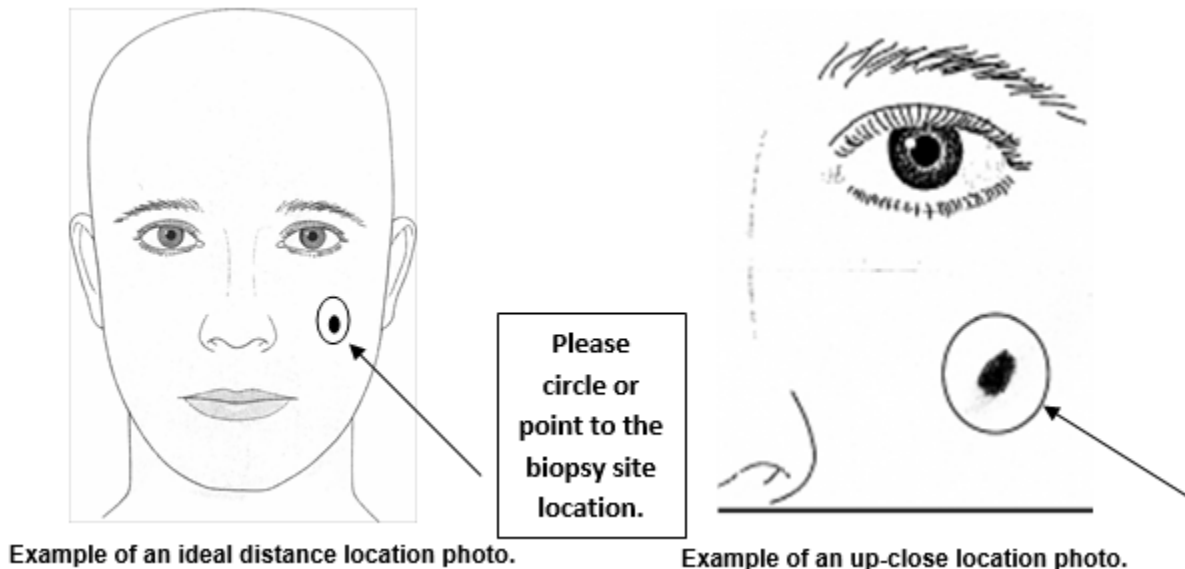
Following are some helpful instructions when taking photos for your upcoming appointment:

**** PLEASE EMAIL PHOTOS AT LEAST 2 BUSINESS DAYS PRIOR TO
YOUR SCHEDULED APPOINTMENT ****

1. **Mark the biopsy site by circling it with a washable pen, make-up pen or use computer graphics.**
2. **Take 2 photos: one up-close and one from a distance to identify the location of the lesion.**
3. **Email photo to: photo@caryskincenter.com – choose “Medium” or “Small” for file size.**
4. **INCLUDE YOUR INITIALS AND DATE OF BIRTH, OR INITIALS AND APPOINTMENT DATE, IN THE BODY OF THE EMAIL.** A reply will be sent once the photos are received.

If you find you are unable to take a photo, please call our office as soon as possible at «**Appointment_Location_Phone**» to schedule a no charge photo appointment with a member of our clinical team.

We accept the following types of digital images via email: **jpg, gif, bmp, png, and pdf.**



FORM - B

ATTENTION!!

**** PATIENTS THAT HAVE UNDERGONE CHEMOTHERAPY
OR A BLOOD / PLATELET TRANSFUSION
IN THE PAST 6 MONTHS ****

**** PATIENTS WITH A COCHLEAR IMPLANT ****

****WE MUST SPEAK TO YOU AS SOON AS POSSIBLE.****

Please call our Clinic Team Line at (919) 277-1017.

Thank you in advance for helping us to give you the best medical care possible!



Patient Registration

FORM C

Name: _____

Mailing / Billing Address: _____
Street # Street Name Apt#

City State Zip Code

Home Phone: (____) _____ Work Phone: (____) _____ Cell Phone: (____) _____

Circle the Preferred Phone Number to contact you: H W C Email: _____

Date of Birth: ____ / ____ / ____ Sex: ___ M ___ F Social Security #: _____ Student: ___ Full Time ___ Part Time

Employer Name Address Phone

Are you a resident of a Skilled Nursing Facility? Yes No or Hospice? Yes No

If married, Spouse's **Name: _____ Spouse's **Date of Birth: ____ / ____ / ____
(**This information is required if your insurance policy is in your spouse's name) Month Day Year

How did you hear about Cary Skin Center? _____

FINANCIAL POLICY

In order to establish optimal relations with our patients and avoid misunderstanding regarding our payment policies, our staff is trained to inform you of the financial policies of this office. PAYMENT IS EXPECTED FROM YOU, AT THE TIME OF SERVICE, FOR "YOUR PART" OF THE CHARGES FOR SERVICES COVERED BY INSURANCE. INSURANCE COVERAGE WILL BE PREVERIFIED AND YOU WILL BE RESPONSIBLE FOR ANY UNMET DEDUCTIBLE, COINSURANCE AND/OR COPAYMENTS. COSMETIC PATIENTS MUST PAY IN FULL AT THE TIME OF SERVICE. WE ACCEPT CASH, PERSONAL CHECKS, VISA, MASTERCARD, AMERICAN EXPRESS AND DISCOVER. Your signature below indicates that you understand and accept this policy. Further, your signature authorizes Cary Skin Center to release such medical information necessary to your primary care or referring physician, to consultants if needed, and to the insurance company(s) listed below in order to process your insurance claim (if any). You herein authorize payment of medical benefits to Cary Skin Center when an assigned claim is filed to the following insurance company(s):

Primary Insurance: _____ Secondary Insurance: _____

Name of policy holder other than patient: _____

Social Security # of policy holder: _____ Date of birth of policy holder: ____ / ____ / ____

Patient relationship to policy owner: Spouse Child Other

✓ Signature of Patient or Legal Guardian _____ Date _____

IMPORTANT INFORMATION FOR NEW PATIENTS

Federal Law requires all healthcare practices to obtain, verify and record information that identifies each patient.

What this means for you: When you arrive at Cary Skin Center, PA, we will ask to see a photo ID issued by a local, state or federal government agency such as a driver's license, passport or military ID. If you do not have a government issued photo ID, please bring two forms of non-photo ID such as a Social Security Card, school or company ID or a utility bill with your name and address visible.

Please contact Cary Skin Center, PA prior to your appointment if you do not have available forms of identification. You may reach us at 919-363-7546.

Patient History Form

Patient Name: _____ **Patient Date of Birth:** _____

I. Reasons for Visit

Reasons for your visit? _____ Who is your referring doctor? _____

Do you have any of the following implants?

| | Yes | No | Manufacturer | Model/Serial Number | Implant Date | Notes |
|------------------|-----|----|--------------|---------------------|--------------|-------|
| Pacemaker | | | | | | |
| Defibrillator | | | | | | |
| Cochlear Implant | | | | | | |
| Other | | | | | | |

*Have you undergone chemotherapy or a blood / platelet transfusion in the past 6 months? Yes No

*Do you require antibiotics prior to dental or surgical procedures? Yes No

II. Medications

List any current medications, vitamins and minerals. Please use a separate sheet of paper if necessary.

| Drug | Dosage | Frequency |
|------|--------|-----------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

I currently am not taking any medications, vitamins or minerals.

III. Medication Allergies

| Medication Allergy | Reaction |
|--------------------|----------|
| 1. | |
| 2. | |
| 3. | |

| Medication Allergy | Reaction |
|--------------------|----------|
| 4. | |
| 5. | |
| 6. | |

I have no known medication allergies.



Patient History Form

Patient Name: _____

Patient Date of Birth: _____

IV. Local Pharmacy Information

| | |
|-----------------------|--|
| Local Pharmacy Name | |
| Pharmacy Address | |
| Pharmacy Phone Number | |

V. Past Medical History

Do You Have a History of Any of the Following?

| | Yes | Details |
|---|-----------------------|---------|
| I HAVE NO PAST MEDICAL PROBLEMS. | <input type="radio"/> | |
| Arsenic Exposure (worked in tobacco fields) | <input type="radio"/> | |
| Artificial Joints / Heart Valve | <input type="radio"/> | |
| Bleeding Disorders/Problems | <input type="radio"/> | |
| Cancer | <input type="radio"/> | |
| Cognitive Impairment/Dementia | <input type="radio"/> | |
| Diabetes | <input type="radio"/> | |
| Fever Blister/Cold Sores | <input type="radio"/> | |
| Heart Disease/Cardiac Stents or valves | <input type="radio"/> | |
| Heart Murmur | <input type="radio"/> | |
| Hepatitis | <input type="radio"/> | |
| High Blood Pressure | <input type="radio"/> | |
| Immune System Problems | <input type="radio"/> | |
| Lung Disease | <input type="radio"/> | |
| Lymph Node or Spleen Removal | <input type="radio"/> | |
| Organ Transplant | <input type="radio"/> | |
| Other | | |

| | Yes | Details |
|--|-----------------------|---------|
| Psychiatric Disease | <input type="radio"/> | |
| Radiation Therapy | <input type="radio"/> | |
| Rheumatic Fever | <input type="radio"/> | |
| Seizures | <input type="radio"/> | |
| Stroke | <input type="radio"/> | |
| Substance Abuse / Addiction | <input type="radio"/> | |
| Thyroid Disorder | <input type="radio"/> | |
| Tuberculosis | <input type="radio"/> | |
| SKIN HISTORY | | |
| Actinic Keratosis | <input type="radio"/> | |
| Basal Cell Carcinoma | <input type="radio"/> | |
| Squamous Cell Carcinoma | <input type="radio"/> | |
| Dysplastic Nevus (abnormal moles) | <input type="radio"/> | |
| Melanoma | <input type="radio"/> | |
| X-ray therapy for any skin condition | <input type="radio"/> | |
| Do you form thick or raised scarring from a cut or burn? | <input type="radio"/> | |

Please List Any Other Past Medical Problems: _____

Patient History Form

Patient Name: _____ Patient Date of Birth: _____

VI. Past Surgeries and/or Hospitalizations

| Operation | Date | Notes | Anesthesia Problems? |
|-----------|------|-------|----------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

I have no past surgeries and/or hospitalizations.

VII. Social History

| TOBACCO PRODUCTS | | Yes |
|--|--|--|
| I Do Not Use ANY Tobacco Products | | <input type="radio"/> |
| I Use Tobacco Products: | | <input type="radio"/> Circle amount below as applies to you: |
| - Cigarettes | | EVERY DAY SOME DAYS |
| - Cigars | | EVERY DAY SOME DAYS |
| - Chewing Tobacco | | EVERY DAY SOME DAYS |
| - E-Cigarettes | | EVERY DAY SOME DAYS |

| ADVANCED CARE PLAN & LIVING WILL | | Yes |
|----------------------------------|--|--|
| I Do Not have a Care Plan | | <input type="radio"/> |
| I have a Care Plan: | | <input type="radio"/> Circle answer below: |
| I have a copy of the plan | | YES NO |
| | | |
| Name of Proxy | | |

VIII. Family History

Do You Have a Family History of Any of the Following?

| | Yes | Afflicted Family Member(s) | | Yes | Afflicted Family Member(s) |
|---|-----------------------|----------------------------|---------------------|-----------------------|----------------------------|
| *I do not have any family medical history of the following illnesses. | <input type="radio"/> | | Heart Disease | <input type="radio"/> | |
| *Adopted | <input type="radio"/> | | High Blood Pressure | <input type="radio"/> | |
| Abnormal Bleeding/Clotting | <input type="radio"/> | | Malignant Melanoma | <input type="radio"/> | |
| Cancer | <input type="radio"/> | | Other | <input type="radio"/> | |
| Diabetes | <input type="radio"/> | | Skin Cancer | <input type="radio"/> | |

Patient History Form

Patient Name: _____

Patient Date of Birth: _____

IX. Review of Systems

Have you experienced any of the following symptoms within the last 6-8 weeks?

| Symptom: | Yes | No |
|---|-----------------------|-----------------------|
| ALLERGIC/IMMUNOLOGIC | | |
| allergy to lidocaine or numbing medications | <input type="radio"/> | <input type="radio"/> |
| CARDIOVASCULAR | | |
| chest pain | <input type="radio"/> | <input type="radio"/> |
| abnormal leg swelling | <input type="radio"/> | <input type="radio"/> |
| CONSTITUTIONAL SYMPTOMS | | |
| unexpected weight loss or weight gain | <input type="radio"/> | <input type="radio"/> |
| DERMATOLOGIC | | |
| new skin growth/bumps | <input type="radio"/> | <input type="radio"/> |
| fever blisters/cold sores | <input type="radio"/> | <input type="radio"/> |
| GASTROINTESTINAL | | |
| currently pregnant | <input type="radio"/> | <input type="radio"/> |
| nausea, vomiting, diarrhea | <input type="radio"/> | <input type="radio"/> |

| Symptom: | Yes | No |
|------------------------------|-----------------------|-----------------------|
| GENITOURINARY | | |
| currently breast feeding | <input type="radio"/> | <input type="radio"/> |
| kidney problems | <input type="radio"/> | <input type="radio"/> |
| HEMATOLOGIC/LYMPHATIC | | |
| enlarged lymph nodes | <input type="radio"/> | <input type="radio"/> |
| NEUROLOGICAL | | |
| numbness or tingling | <input type="radio"/> | <input type="radio"/> |
| headache | <input type="radio"/> | <input type="radio"/> |
| RESPIRATORY | | |
| cough | <input type="radio"/> | <input type="radio"/> |
| shortness of breath | <input type="radio"/> | <input type="radio"/> |
| PSYCHIATRIC | | |
| anxiety | <input type="radio"/> | <input type="radio"/> |

Explain below if you answered yes above: _____

Informed Consent for Minor Surgery

FORM E

My signature on this form authorizes *Dr. Clark, Dr. Ingraffea, Dr. Eickstaedt, and/or their associates* to perform the following procedure:

Surgical excision for: _____

Nail Unit Biopsy for: _____

Other: _____

WHAT ARE THE POTENTIAL COMPLICATIONS AND SIDE EFFECTS OF SKIN SURGERY?

1. **PAIN:** Some mild discomfort is experienced when the area is first anesthetized with the numbing medication. You may experience some mild discomfort during the procedure if the numbing medication has worn off in a particular location. This is easily remedied by immediately giving more anesthetic in that area. After the procedure some discomfort will be experienced at the surgical site. This is easily controlled with pain medications for a few days.

2. **INFECTION:** Any time that the skin is injured an infection is possible. The rate of infection is very low. Some patients will receive postoperative antibiotics to prevent an infection. If you feel that your wound is infected after surgery please call our office immediately.

3. **BLEEDING:** When you leave our office you will have a pressure bandage applied to your wound. Bleeding is always possible after surgery. Most cases of postoperative bleeding are easily stopped by applying pressure for 20 minutes over the site. If this does not work please call our office immediately.

4. **SWELLING:** After surgery you should expect some swelling where your surgery was performed and around the wound as well.

5. **HEMATOMA:** A hematoma is a collection of blood that forms under the skin. This results from bleeding that occurs after the surgery. A "lump" forms under the skin, which represents the dried blood. If this occurs call our office immediately.

6. **SCAR FORMATION:** Any time that the skin is injured a scar will form. Some scars are more noticeable than others, but a scar is always present. A scar will form after your surgery. Hypertrophic and keloidal scarring are possible. If you have a history of bad scarring please advise us at the time of your visit. The cosmetic appearance following surgery is unpredictable.

7. **WOUND DEHISCENCE:** This means that your wound has broken back open after it has been repaired with sutures. It is very important to take it easy after your surgery so that unnecessary strain is not placed on the wound. This is an uncommon complication.

8. **FAILURE OF FLAP OR SKIN GRAFT:** After your surgery is completed we will need to repair the wound. Some patients are repaired with either a flap or skin graft. A flap is when skin is borrowed from a nearby site to close the defect. A skin graft is when a piece of skin is taken from one site and transplanted to another. A possible complication is the failure of either of these to take at the new site. Smoking is a documented risk for this complication. If you are a smoker it is recommended that you discontinue smoking for one week before and after the procedure.

9. **TEMPORARY OR PERMANENT NERVE DAMAGE:** The primary goal of your surgery is to completely remove the tumor. In order to accomplish this, it is sometimes necessary to damage a nerve. Nerve damage can be temporary or permanent. Recovery usually takes 6 months or more, and rarely can require additional surgery. Nerve damage may be limited to a loss of sensation or may include paralysis.

10. **DISTORTION/ALTERATION OF SURROUNDING ANATOMIC FEATURES:** The repair or healing of surgical wounds may distort the appearance of adjacent structures. Our goal is to completely remove your skin cancer, and then concern ourselves with the function and appearance of surrounding anatomic structures.

The complications of surgery are not limited to the above list.

I acknowledge that I have read the entire consent form. I understand its contents, and the doctor and/or his associate, has adequately informed me of the risks, benefits, advantages, disadvantages, alternatives, and possible complications of skin surgery. I also understand that the postoperative size of the surgical wound after removing the skin cancer, and the method of repair can not be predicted in advance, and I could require referral for additional closure or revision of the procedure site.

I further request the administration of such analgesia and/or sedative medication as deemed necessary or desirable for the completion of the procedure. I understand that the administration of medication carries risks separate and apart from the risks of the procedure.

I recognize that the results from the practice of medicine and surgery are not absolutely predictable, and I acknowledge that no guarantees or assurances have or can be made concerning the results of such treatment. I further acknowledge that there have specifically been no guarantees as to the cosmetic results from the procedure.

All of my questions and concerns have been answered by Dr. Clark, Dr. Ingraffea, Dr. Eickstaedt, and/or their associates. _____

I also consent to the taking of photographs before, during, and after the procedure. These photographs are important to document and follow your progress after surgery. These photographs will belong to Cary Skin Center, and may be used for research, educational, and scientific purposes. This may include presentation at lectures or publication in medical journals. In such an event, I will not be identified by name. I expect no compensation for any such use of these photographs, and I waive all my rights to any claims for payment or royalties. I also release Dr. Clark, Dr. Ingraffea, Dr. Eickstaedt, and/or their associates/assistants from any liability in connection with the use of such photographs.

I agree that any tissue removed during the course of the operation may be examined, documented, preserved and/or disposed of in a manner considered proper for diagnosis, study, and advancement of medical knowledge.

The tissue obtained in this procedure may be examined by a pathologist at your providers direction. I understand that I may receive a separate bill from the pathologist or laboratory for this microscopic examination.

Comments:

Date: _____ Time: _____ am/pm

Patient's Printed Name or guardian/next of kin Signature Relationship, if other than patient.

Patient's Date of Birth _____

I confirm that this form has been completely reviewed with the patient. The potential risks, side effects, and complications were all discussed. All of the patient's questions have been answered.

Provider Signature Witness Signature Date



CARY SKIN CENTER

Authorization for Release of Information

Form F

Name of Patient : _____ Date of Birth _____
Cary Skin Center, P. A. is authorized to release protected health information about the above named patient in the following manner and to identified persons.

Entity to Receive Information. Description of information to be released. Check each that can be given to person/entity on the left in the same section.
[] No restrictions apply. Any/All information may be released to all parties named on this form.
[] Voice Mail [] Results of lab tests/x-rays
[] Spouse (provide name and phone number) [] Other
[] Other (provide Name and phone number) [] Financial [] Medical
[] Parent (provide name and phone number) [] Financial [] Medical
[] Email/Marketing communication-Provide email address* [] Financial [] Medical [] Breach notification
*In order for email communication to occur, please accept the disclosure below:
[] For email communication I understand that if email is not sent in an encrypted manner there is a risk it could be accessed inappropriately. I still elect to receive email communication.
If there is a friend or family member we can contact in the event of an emergency, please print their name below. This information will remain active and in your file until you request in writing that it be changed.
Print Name Relationship Phone

Patient Rights:
• I have the right to revoke this authorization at any time.
• I may inspect or copy the protected health information to be disclosed as described in this document.
• Revocation is not effective in cases where the information has already been disclosed but will be effective going forward.
• Information used or disclosed as a result of this authorization may be subject to redisclosure by the recipient and may no longer be protected by federal or state law.
• I have the right to refuse to sign this authorization and that my treatment will not be conditioned on signing.

The information is released at the patient's request and this authorization will remain in effect until revoked by the patient.
____ Date _____
Signature of Patient or Personal Representative
*Description of Personal Representative's Authority (attach necessary documentation)