Dear Patient,

Welcome! We are pleased that you have chosen us for your skin care needs.

Enclosed you will find a new patient information packet. If you are an established patient with our practice, you may have filled this out during a previous visit to our office. We require your information to be updated on an annual basis. Completing this form will expedite the check-in process when you arrive for your appointment. Whether you are a new or established patient, you will be asked to show your insurance card(s) and a photo ID so that we can make a copy. Please be sure to have these cards with you.

If your insurance requires you to have a referral or prior authorization to see us (such as a HMO policy), it is your responsibility to obtain it. Failure to do so may result in having to reschedule your appointment. This is to ensure proper reimbursement is made for your visit.

Please remember that payment is due at the time of service (to include co-payments and unmet deductibles). We do not submit claims for cosmetic services to insurance companies and full payment is expected at the time of service.

Please arrive early for your appointment, especially if you’re a new patient. This allows us time to process the necessary paperwork prior to the provider seeing you. Additionally, if you are more than 15 minutes late of your scheduled appointment time, you may be asked to reschedule.

If you are unable to make your appointment, please give us 24 hours’ notice. Otherwise, a $50.00 no show fee will be incurred.

Please feel free to call us if you have any questions or concerns.

Sincerely,

Wade R. Keller, DO, FAOCD

Heather Knutson, DNP

Angie Coyne, PA-C