

### MediSpa Skin History

Are you or have you ever seen a dermatologist for your skin?  Yes  No

If yes, why? \_\_\_\_\_

Have you ever used Effudex, or had a Levulan treatment?  Yes  No

If yes, which? \_\_\_\_\_

Have you ever been diagnosed with skin cancer?  Yes  No

Do you have any skin allergies (contact dermatitis)?  Yes  No

If yes, what kind? \_\_\_\_\_

Do you appear reddened when you eat spicy food, drink alcohol, get angry, go in the sun, etc.?  Yes  No

Do you have permanent make-up?  Yes  No If yes, where? \_\_\_\_\_

#### **Vascularity:**

Broken capillaries or pronounced redness:

Nose area  Cheek area  Chin area  Forehead  Entire face

#### **Acne:**

Do you have a history of significant acne or periodic breakouts?  Yes  No

If yes, always, or related to your menstrual cycle?  Yes  No

Check all that apply:

Pimples  Whiteheads  Blackheads  Flakiness  
 Acne scars  Cystic acne  Enlarged pores

#### **Wrinkles:**

Check all that apply:

Forehead  Between eyes  Outer eyes (crows feet)  Around your mouth  Cheeks

Have you ever been treated with fillers?  Yes  No

Have you ever been treated with muscle relaxants (Botox, Dysport)?  Yes  No

Have you ever had a laser treatment?  Yes  No

If yes, what type? \_\_\_\_\_

#### **Ability to Heal:**

Does your skin appear fragile?  Yes  No

Do you form thick or raised scars?  Yes  No

Do you use wax or use depilatories on your face?  Yes  No

#### **Hormones (women only):**

During pregnancy, did areas of your face become hyperpigmented?  Yes  No  N/A

#### **Sun History and Lifestyle:**

Do you work inside?  Yes  No

Are your hobbies mostly outside?  Yes  No

In the past (including childhood), did you live in the sunbelt?  Yes  No

Have you ever experienced a significant sun burn?  Yes  No

If yes, approximately how many times and what areas? \_\_\_\_\_

Have you, or are you using tanning beds?  Yes  No

#### **Skin Care History:**

Are you currently having skin treatments?  Yes  No

If yes, what type of treatments? \_\_\_\_\_

Fox Valley Plastic Surgery, S.C.

[www.fvpsurgery.com](http://www.fvpsurgery.com)

Name: \_\_\_\_\_

2400 Witzel Avenue, Suite A  
Oshkosh, WI 54904  
920-233-1540  
920-651-6951 Fax

2500 E Capitol Drive, Suite 1500  
Appleton, WI 54911  
920-358-1810  
920-358-1819 Fax

DOB: \_\_\_\_\_

Please check if you are presently using or have used in the past any of the following.

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Benzoyl Peroxide (BP) | <input type="checkbox"/> Glycolic Acid (AHA)  | <input type="checkbox"/> Lactic Acid (AHA) |
| <input type="checkbox"/> Resorcinol            | <input type="checkbox"/> Salicylic Acid (BHA) |  |

Do you have or have you had any of the following in the last 14 days?

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Facial Cosmetic Surgery | <input type="checkbox"/> Botox Injections | <input type="checkbox"/> Collagen Injections |
| <input type="checkbox"/> Fillers                 | <input type="checkbox"/> Light Treatments | <input type="checkbox"/> Laser Resurfacing   |
| <input type="checkbox"/> Microdermabrasion       | <input type="checkbox"/> Other _____      |  |

**Home Care:**

What skin care products are you currently using?

- |                   |                          |
|-------------------|--------------------------|
| Cleanser _____    | Vitamin C _____          |
| Toner _____       | Exfoliants/Scrubs _____  |
| Moisturizer _____ | Specialty Products _____ |
| SPF _____         | Mask _____               |

**Prescription Products:**

- |  |   |
|--|---|
| <input type="checkbox"/> Tretinoin (Retin A, Retin-A Micro, Renova, Avita) | <input type="checkbox"/> Adepalene (Differin)             |
| <input type="checkbox"/> Azelaic Acid (Azelex, Finacea)                    | <input type="checkbox"/> Tazarotene (Tazorac)             |
| <input type="checkbox"/> Isotretinoin (Accutane)                           | <input type="checkbox"/> Triluma                          |
| <input type="checkbox"/> Metrogel  | <input type="checkbox"/> Other topical antibiotics: _____ |

What skin conditions do you want to improve:

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Acne and/or breakouts | <input type="checkbox"/> Facial Scarring | <input type="checkbox"/> Hyperpigmentation (freckles, age spots) |
| <input type="checkbox"/> Hypopigmentation      | <input type="checkbox"/> Enlarged Pores  | <input type="checkbox"/> Fine lines and wrinkles                 |
| <input type="checkbox"/> Other _____           |  |  |

List any other necessary information your Skin Care Specialists should know before beginning your treatment.

\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Skin Typing Matrix**

Please answer the following questions by checking the box next to the appropriate number which best describes you. Your clinician will total your score during the consultation.

My ethnic origin is closest to:	<input type="checkbox"/> Very fair (Celtic and Scandinavian) <input type="checkbox"/> Fair-skinned Caucasian with light hair and light eyes <input type="checkbox"/> Pale-skinned Caucasian with dark hair and dark eyes <input type="checkbox"/> Olive-skinned (Mediterranean, some Asian, some Hispanic) <input type="checkbox"/> Dark-skinned (Middle Eastern, Hispanic, Asians, some African) <input type="checkbox"/> Very dark-skinned (African)	
My eye color is:	0 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	Light blue Blue / Green Green / Gray / Golden Hazel / Light brown Brown
My natural hair color at age 18 was:	0 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	Red Blonde Light brown Dark brown Black
The color of my skin that is not normally exposed to sun is:	0 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>	Pink to reddish Very Pale Pale with a beige tan Light brown Medium to dark brown Dark brown – black
If I go out into the sun for an hour or so without sunscreen and have not been out in the sun for weeks, my skin will:	0 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/>	Burn, blister and peel Burn, then when burn resolves there is little or no color change Burn, but then turns to tan in a few days Get pink, but then turns to tan quickly Just tan Just gets darker My skin color is so dark I can't tell
When was the last time that the area to be treated was exposed to natural sunlight, tanning booths or artificial tanning cream?	0 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>	Longer than one month ago Within the past month Within the past two weeks Within the past week
<b>Total Score:</b>		
<b>If your score is:</b> 0-3 4-7 8-11 12-15 16-19 20-24	<b>Your skin type is:</b> 1 2 3 4 5 6	<b>If you sustain an injury to your skin, such as a cut, burn, or bruise, how long does it take to fully resolve without any hyperpigmentation?</b>  <b>What happens if you get an insect bite?</b>

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**RENAISSANCE MEDISPA and LASER INSTITUTE OF WISCONSIN™  
CANCELLATION POLICY**

The Renaissance Medispa and the Laser Institute of Wisconsin™ reserves a time especially for you to be pampered and taken care of in a special way. We would appreciate a timely cancellation call if you are not able to keep your scheduled appointment with our qualified staff.

If you must cancel or change your spa appointment, please notify us at least 24 hours prior to your appointment time in order to avoid being charged a \$30 service fee. No shows will be charged 50% of the treatment value. Please note that if you arrive late for your treatment, it will end as scheduled so as not to delay the next scheduled client.

Thank you for understanding our Cancellation Policy. If you should have questions or problems, please let us know and we will be happy to assist you in every way possible.

I have read, understand, and agree to the above Cancellation Policy.

--	--

Patient's or Responsible Party's Signature

Date

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**OPTIONAL: VIDEO AND PHOTOGRAPH RELEASE AND AUTHORIZATION**

I hereby consent to and authorize the use and reproduction by Fox Valley Plastic Surgery, or anyone authorized by them, of any and all photographs, electronic images or video footage of me taken by FVPS, or that FVPS has in its possession, provided either by me or by a third party (collectively, Images) for the purpose of informing the medical profession and the general public about plastic surgery and plastic surgery procedures and techniques without compensation to me. Such use shall include, but not be limited to, distributing the Images via print, visual and electronic media, specifically including the FVPS website and social media sites such as YouTube, Facebook and Twitter. The Images (including any photographic negatives) shall be the sole property of FVPS.

I understand that the Images will not be identified by my name, but that such Images may reveal my identity. I understand and accept these terms.

I hereby waive any right to inspect or approve the finished product, photograph, video, DVD, CD-ROM or matter that may be used in conjunction therewith or to the eventual use that it might be applied.

I hereby release, discharge and agree to hold harmless FVPS and its affiliates and their respective representatives, assigns, and employees, and any person acting under their permission or authority, from and against any claims whatsoever in connection with the use of my Images and the reproduction thereof as stated above, including any claim for payment in connection with distribution or publication of the video and/or photographs.

I understand that I have the right to revoke this authorization, in writing, at any time by sending such written notification to Fox Valley Plastic Surgery.

I understand that once content is posted on the web, it may remain on the web even after the content is deleted from the source.

I hereby warrant that I am at least eighteen years old, and competent to contract in my own name insofar as the above is concerned.

The purpose of this form is to obtain my prior written consent so that Fox Valley Plastic Surgery may photograph or film me for one or more of the following purposes listed below for which I do hereby consent.

**Initial all that apply:**

\_\_\_\_\_ **Medical Use:** Use or disclosure of image for medical specialty board in formulating its examination of applicant physicians, or in a professional presentation or journal publication

\_\_\_\_\_ **Office Use:** Use or disclosure of image for marketing or advertising purposes and patient education within the office

\_\_\_\_\_ **Website Use:** Use or disclosure of image for marketing or advertising purposes and patient education via print, visual and electronic media

**Photo Limitations:** \_\_\_\_\_  
(For example: No face, no tattoo, etc.)

I have read and understand the foregoing release, authorization and agreement, before signing my name below, and enter into it knowingly and voluntarily.

--	--

Patient's Signature

Date

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**Demographics ~ <Appointment.Date>**

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last Name: \_\_\_\_\_ Former Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Cell Carrier: \_\_\_\_\_ Work Phone: \_\_\_\_\_

DOB & Age: \_\_\_\_\_ Race: \_\_\_\_\_ Ethnicity:  Hispanic  Non-Hispanic

Sex: \_\_\_\_\_ SSN: \_\_\_\_\_ Email Address: \_\_\_\_\_

Who is your primary care physician? \_\_\_\_\_  
First Name Last Name

Preferred Pharmacy (name & location): \_\_\_\_\_

How did you hear about our practice?

Patient: \_\_\_\_\_  Dr. Referral: \_\_\_\_\_

Friend: \_\_\_\_\_ First Name Last Name

Other: \_\_\_\_\_

**Emergency Contact**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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## Consent to Communicate including Transmission of Protected Health Information by Non Secure Means (Email & Text Message)

In order to secure your Protected Health Information (PHI), it is always best to personally go to the office and talk to a representative of Fox Valley Plastic Surgery (FVPS). If this is not possible, the next best methods are to communicate by phone, fax, or U.S. mail. All these methods are secure means of transmitting PHI.

In spite of these secure options, it sometimes may become useful for during the course of treatment for the patient to communicate by email, text message (e.g. "SMS") or other electronic methods of communication. Be informed that these methods, in their typical form, are not confidential means of communication. If you use these methods to communicate with FVPS, there is a reasonable chance that a third party may be able to intercept those messages. The kinds of parties that may intercept these messages include, but are not limited to:

- People in your home or other environments who can access your phone, computer, or other devices that you use to read and write messages
- Your employer, if you use your work email to communicate
- Third parties on the Internet such as server administrators and others who monitor Internet traffic

FVPS has found that some patients prefer to message or email the office with photos or questions. These are not secure avenues of communication. If you wish the office to respond in kind to your inquiries, you must expressly give FVPS permission to communicate with you with these insecure methods instead of phoning, faxing, or writing you. Please mark the ways that you consent to us communicating with you.

Communication Method	OK to Leave Voicemail?	OK to Leave Message with Another Person?	Preferred Method(s)	Best Time to Call
<input type="checkbox"/> Call Work Phone <EmployerAddress.Phone>	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/>	
<input type="checkbox"/> Call Cell Phone <PresentAddress.CellPhone>	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/>	
<input type="checkbox"/> Call Home Phone <PresentAddress.HomePhone>	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/>	
<input type="checkbox"/> Send Email <PersonalInfo.EmailAddress>	<input type="checkbox"/> Okay for appt reminder? <input type="checkbox"/> Okay for medical/schedule information? <input type="checkbox"/> Okay for special offers including patient surveys and newsletter? No spam. We do not sell our lists.			
<input type="checkbox"/> Send US Mail to <PresentAddress.Address> <PresentAddress.Apt#>, <PresentAddress.City>, <PresentAddress.State>, <PresentAddress.Zip>	Mail to <input type="checkbox"/> present address, <input type="checkbox"/> permanent address, <input type="checkbox"/> employer address, <input type="checkbox"/> emergency contact, <input type="checkbox"/> responsible party			
<input type="checkbox"/> Send Text Message <PresentAddress.CellPhone> Cell Phone Carrier:	<input type="checkbox"/> Okay for appt reminder? <input type="checkbox"/> Okay for medical/schedule information? <input type="checkbox"/> Okay for special offers?			

FAMILY MEMBERS				
Name	Date of Birth	Relationship	Release Results	Expiration or Comments

I have been informed of the risks, including but not limited to my confidentiality in treatment, of transmitting my PHI by unsecured means. I understand that message and data rates may apply. I understand that I am not required to opt into emails or texting, or sign this agreement in order to receive treatment. I also understand that I may terminate this consent at any time.

Patient Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Health History

### Medical History from ThedaCare

- Yes  No Are you a patient in the ThedaCare system?  
 Yes  No Do you give FVPS permission to access to your medical history from ThedaCare?

### Section I: Surgery and Anesthesia History

1. List and describe your surgical history.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2. Do you have a blood relative who had anesthesia complications of any kind?  No  Yes, please describe:

\_\_\_\_\_

### Section II: Specific Medical History

HEIGHT & WEIGHT: \_\_\_\_\_

Do you have a history of the following?

	No	Yes	Description
2. Anemia	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. Asthma	<input type="checkbox"/>	<input type="checkbox"/>	_____
4. Emphysema	<input type="checkbox"/>	<input type="checkbox"/>	_____
5. Bleeding tendency	<input type="checkbox"/>	<input type="checkbox"/>	_____
6. Blood clots	<input type="checkbox"/>	<input type="checkbox"/>	_____
7. Cancer	<input type="checkbox"/>	<input type="checkbox"/>	_____
8. CHF	<input type="checkbox"/>	<input type="checkbox"/>	_____
9. COPD	<input type="checkbox"/>	<input type="checkbox"/>	_____
10. Diabetes	<input type="checkbox"/>	<input type="checkbox"/>	_____
11. High Blood Pressure	<input type="checkbox"/>	<input type="checkbox"/>	_____
12. Heart disease	<input type="checkbox"/>	<input type="checkbox"/>	_____
13. Hepatitis	<input type="checkbox"/>	<input type="checkbox"/>	_____
14. Herpes/Cold Sores	<input type="checkbox"/>	<input type="checkbox"/>	_____
15. Kidney disease	<input type="checkbox"/>	<input type="checkbox"/>	_____
16. Melanoma	<input type="checkbox"/>	<input type="checkbox"/>	_____
17. Migraine headaches	<input type="checkbox"/>	<input type="checkbox"/>	_____
18. Periodontal disease – currently being treated	<input type="checkbox"/>	<input type="checkbox"/>	_____
19. Stroke	<input type="checkbox"/>	<input type="checkbox"/>	_____
20. Thyroid disease	<input type="checkbox"/>	<input type="checkbox"/>	_____
21. Problem Scarring	<input type="checkbox"/>	<input type="checkbox"/>	_____
22. Have you been advised to or had psychiatric care?	<input type="checkbox"/>	<input type="checkbox"/>	_____
23. Vein problems, such as venous reflux disease	<input type="checkbox"/>	<input type="checkbox"/>	_____
24. Others Not Listed			_____



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**Section III: Social History**

- 1. Do you smoke?       No       Yes, how much? \_\_\_\_\_
- 2. Do you drink?       No       Yes, how much? \_\_\_\_\_
- 3. Do you have children?       No       Yes, how many? \_\_\_\_\_
- 4. Do you exercise?       No       Yes, how much? \_\_\_\_\_

**Section IV: Family History**

Do your blood relatives have any of the following?

	No	Yes	Description
1. Asthma	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. Bleeding Tendency	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. Blood Clots	<input type="checkbox"/>	<input type="checkbox"/>	_____
4. Cancer	<input type="checkbox"/>	<input type="checkbox"/>	_____
5. Chronic Lung Disease	<input type="checkbox"/>	<input type="checkbox"/>	_____
6. Depression	<input type="checkbox"/>	<input type="checkbox"/>	_____
7. Diabetes	<input type="checkbox"/>	<input type="checkbox"/>	_____
8. Heart Disease	<input type="checkbox"/>	<input type="checkbox"/>	_____
9. High Blood Pressure	<input type="checkbox"/>	<input type="checkbox"/>	_____
10. Kidney Disease	<input type="checkbox"/>	<input type="checkbox"/>	_____
11. Melanoma	<input type="checkbox"/>	<input type="checkbox"/>	_____
12. Mental Illness	<input type="checkbox"/>	<input type="checkbox"/>	_____
13. Migraine Headaches	<input type="checkbox"/>	<input type="checkbox"/>	_____
14. Obesity	<input type="checkbox"/>	<input type="checkbox"/>	_____
15. Stroke	<input type="checkbox"/>	<input type="checkbox"/>	_____
16. Thyroid Trouble	<input type="checkbox"/>	<input type="checkbox"/>	_____

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**Section V: Medications**

List any medications, and oral or topical vitamins or herbal supplements you are taking.

Name of Medication	Strength (mg)	How many times a day?
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Do you have a Pain Contract with another physician?  No  Yes

**Section VI: Allergies and Sensitivities**

List all allergies and sensitivities:

Allergy:	Severity:	Reaction: (list #'s from bottom)
	<input type="checkbox"/> Mild, <input type="checkbox"/> Moderate, <input type="checkbox"/> Severe, <input type="checkbox"/> Unknown	
	<input type="checkbox"/> Mild, <input type="checkbox"/> Moderate, <input type="checkbox"/> Severe, <input type="checkbox"/> Unknown	
	<input type="checkbox"/> Mild, <input type="checkbox"/> Moderate, <input type="checkbox"/> Severe, <input type="checkbox"/> Unknown	
	<input type="checkbox"/> Mild, <input type="checkbox"/> Moderate, <input type="checkbox"/> Severe, <input type="checkbox"/> Unknown	
	<input type="checkbox"/> Mild, <input type="checkbox"/> Moderate, <input type="checkbox"/> Severe, <input type="checkbox"/> Unknown	
	<input type="checkbox"/> Mild, <input type="checkbox"/> Moderate, <input type="checkbox"/> Severe, <input type="checkbox"/> Unknown	
	<input type="checkbox"/> Mild, <input type="checkbox"/> Moderate, <input type="checkbox"/> Severe, <input type="checkbox"/> Unknown	
	<input type="checkbox"/> Mild, <input type="checkbox"/> Moderate, <input type="checkbox"/> Severe, <input type="checkbox"/> Unknown	

**Reaction List:** 1) Arthralgia, 2) Chills, 3) Cough, 4) Fever, 5) Headache, 6) Hives, 7) Malaise/Fatigue, 8) Myalgia, 9) Nasal Congestion, 10) Other, 11) Pain/Soreness at injection site, 12) Rash, 13) Rhinorrhea, 14) Shortness of breath/Difficulty breathing, 15) Sore Throat, 16) Swelling, 17) Unknown

Are you allergic to medical adhesives such as tape, steri-strips, bandaids?  No  Yes, please list:

Are you allergic to any medications or local anesthesia?  No  Yes, please list:

**Section VII: Women Only**

Date of last mammogram: \_\_\_\_\_ Number of pregnancies: \_\_\_\_\_

Do you do regular breast self-exams?  Yes  No

Do you breast feed?  Yes  No

Breast lump or discharge?  Yes  No

Are you pregnant or trying to get pregnant?  Yes  No

Are you on birth control pills or hormone replacement therapy?  Yes  No

**I have read this questionnaire and disclosed my medical history to the best of my knowledge.**

Patient Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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DOB: \_\_\_\_\_

### HIPAA Information and Consent

The Health Insurance Portability and Accountability Act (HIPAA) provides safeguards to protect your privacy. Implementation of HIPAA requirements officially began on April 14, 2003. Many of the policies have been *our* practice for years. This form is a "friendly" version. A more complete text is posted in the office.

What this is all about: Specifically, there are rules and restrictions on who may see or be notified of your Protected Health Information (PHI). These restrictions do not include the normal interchange of information necessary to provide you with office services. HIPAA provides certain rights and protections to you as the patient. We balance these needs with our goal of providing you with quality professional service and care. Additional information is available from the U.S. Department of Health and Human Services. [www.hhs.gov](http://www.hhs.gov)

We have adopted the following policies:

1. Patient information will be kept confidential except as is necessary to provide services or to ensure that all administrative matters related to your care are handled appropriately. This specifically includes the sharing of information with other healthcare providers, laboratories, health insurance payers as is necessary and appropriate for your care. Patient files may be stored in open file racks and will not contain any coding which identifies a patient's condition or information which is not already a matter of public record. The normal course of providing care means that such records may be left, at least temporarily, in administrative areas such as the front office, examination room, etc. Those records will not be available to persons other than office staff. You agree to the normal procedures utilized within the office for the handling of charts, patient records, PHI and other documents or information.
2. It is the policy of this office to remind patients of their appointments. We may do this by telephone, e-mail, U.S mail, or by any means convenient for the practice and/or as requested by you. We may send you other communications informing you of changes to office policy and new technology that you might find valuable or informative.
3. The practice utilizes a number of vendors in the conduct of business. These vendors may have access to PHI but must agree to abide by the confidentiality rules of HIPAA.
4. You understand and agree to inspections of the office and review of documents which may include PHI by government agencies or insurance payers in normal performance of their duties.
5. You agree to bring any concerns or complaints regarding privacy to the attention of the office manager or the doctor.
6. Your confidential information will not be used for the purposes of marketing or advertising of products, goods or services.
7. We agree to provide patients with access to their records in accordance with state and federal laws.
8. We may change, add, delete or modify any of these provisions to better serve the needs of the both the practice and the patient.
9. You have the right to request restrictions in the use of your protected health information and to request change in certain policies used within the office concerning your PHI. However, we are not obligated to alter internal policies to conform to your request.

I hereby consent and acknowledge my agreement to the terms set forth in the HIPAA Information Form and any subsequent changes if office policy. I understand that this consent shall remain in force from this time forward.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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## HIPAA NOTICE OF PRIVACY PRACTICES (signature page of 8 page document)

### Your Rights Regarding Your Protected Health Information

You are permitted to request that restrictions be placed on certain uses or disclosures of your protected health information by Fox Valley Plastic Surgery to carry out treatment, payment, or healthcare operations. You must request such a restriction in writing. We are not required to agree to your request, but if we do agree, we must adhere to the restriction, except when your protected health information is needed in an emergency treatment situation. In this event, information may be disclosed only to healthcare providers treating you. Also, a restriction would not apply when we are required by law to disclose certain healthcare information.

You have the right to review and/or obtain a copy of your healthcare records, with the exception of psychotherapy notes, or information compiled for use (or in anticipation for use) in a civil, criminal, or administrative action or proceeding. Fox Valley Plastic Surgery may deny an access under other circumstances, in which case you have the right to have such a denial reviewed. We may charge a reasonable fee for copying your records.

You may request that Fox Valley Plastic Surgery send protected health information, including billing information, to you by alternative means or to alternative locations. You may also request that Fox Valley Plastic Surgery not send information to a particular address or location or contact you at a specific location, perhaps your place of employment. This request must be submitted in writing. We will accommodate reasonable requests by you.

You have the right to request that Fox Valley Plastic Surgery amend portions of your healthcare records, as long as such information is maintained by us. You must submit this request in writing, and under certain circumstances the request may be denied.

You may request to receive an accounting of the disclosures of your protected health information made by Fox Valley Plastic Surgery for the six years prior to the date of the request, beginning with disclosures made after April 14<sup>th</sup>, 2003. We are not required, however, to record disclosures we make pursuant to signed consent or authorization.

You may request and receive a paper copy of this Notice, if you had previously received or agreed to receive the Notice electronically.

Any person or patient may file a complaint with Fox Valley Plastic Surgery and/or the Secretary of Health and Human Services if they believe their privacy rights have been violated. To file a complaint with Fox Valley Plastic Surgery, please contact the Privacy Officer at Fox Valley Plastic Surgery.

It is the policy of Fox Valley Plastic Surgery that no retaliatory action will be made against any individual who submits or conveys a complaint of suspected or actual non-compliance or violation of the privacy standards.

I, <PersonallInfo.FullName>, have been given the opportunity to read, review, obtain a hard copy and ask questions about Fox Valley Plastic Surgery's **HIPAA Notice of Privacy Practices**, and how Fox Valley Plastic Surgery uses and discloses my information and my rights concerning my information.

### **Patient or Personal Representative**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If Personal Rep, describe relationship \_\_\_\_\_

- The patient's condition prohibits the individual from signing an acknowledgement at the time. It will be obtained as reasonably practicable after the patient's condition improves.
- Acknowledgment was unable to be obtained. Reason: \_\_\_\_\_

Fox Valley Plastic Surgery, S.C. [www.fvpsurgery.com](http://www.fvpsurgery.com)  
2400 Witzel Avenue, Suite A 2500 E Capitol Drive, Suite 1500  
Oshkosh, WI 54904 Appleton, WI 54911  
920-233-1540 920-358-1810  
920-651-6951 Fax 920-358-1819 Fax

Name: \_\_\_\_\_

DOB: \_\_\_\_\_

## FINANCIAL POLICY

Appointment scheduling requires careful planning and coordination between our office, surgery centers and contracted staff. Special medical instrumentation and supplies may be ordered and are sterilized for each individual procedure. Please consider the importance of this policy before scheduling a procedure.

### SURGERY SCHEDULING

A \$1,000 down payment is required to secure a scheduled surgery time. **Full payment is due 21 days prior to a scheduled surgery date.** This includes complete payment of deductibles, co-insurance and copays for insurance cases. Immediately upon scheduling, patients have a **24-hour grace period** to make changes including cancelling the surgery without incurring a rescheduling/cancellation charge.

### SURGERY RESCHEDULING / CANCELLATION FEES

Patients who wish to change the surgery date or cancel surgeries, will incur a fee. Patients, who **fail a cotinine test**, are considered patient cancellations. Adequate notice of cotinine testing is always given, so there is no reason for a failed test. A rescheduling/cancellation fee will be assessed on failed cotinine tests. Fees are first withheld from any down payments already paid before invoicing the patient. The fee schedule is as follows:

Days Prior to Surgery	Rescheduling Fee	Cancellation Fee
Over 21 days	\$200.00	\$300.00
15-21 days	\$400.00	\$500.00
8-14 days	\$600.00	\$700.00
1-7 days	\$800.00	\$900.00
24 hours or less	\$1000.00	\$1000.00

### NON-SURGERY RESCHEDULING / CANCELLATION FEES

Generally, full payment is due on the day of service for non-surgical procedures such as those in the Renaissance Medispa and the Laser Institute of Wisconsin™. Some procedures have a non-refundable \$250 fee payable at the time of booking. The booking fee will be applied to the cost of the actual procedure, or used to cover the cost of consumables and room setup, if the patient cancels the appointment without adequate notice. You will be notified if your service requires a booking fee.

If you must cancel or change your non-surgical appointment, please notify us at least **24 hours** prior to your appointment time so that we can try to fill your slot with another patient. Without this advance notice, you will either forfeit your \$250 booking fee, if applicable, or be charged a **\$50 service fee**. This also applies to **no-shows**.

It is your responsibility to call us if you wish to reschedule. Your appointments, such as in veins, may have a sequential and cumulative sequence that must be followed. If one appointment is missed, the rest are timed incorrectly and must be rescheduled. If we cannot contact you, or you do not contact us, then all your remaining appointments will be cancelled.

**If you arrive late for your treatment, you may be asked to reschedule, so as not to delay the next scheduled client.**

### ALLOWABLE FORMS OF PAYMENT

Our office accepts payment by cash, check, money order and credit cards from Visa, Mastercard, Discover and American Express. We also offer patient financing through Care Credit and Alphaeon Credit. Not all patients will qualify for financing, and not all procedures are eligible to be financed.

### INSURANCE, CO-PAYS, DEDUCTIBLES

The patient or his/her legal representative is ultimately responsible for all charges incurred. Our office accepts assignment of benefits for many insurance companies. However, we are not preferred providers with all of them. It is your responsibility to **contact your insurance as to whether we are in your plan**, obtain your individual benefits and to be prepared to pay for any out-of-pocket expenses such as co-pays, deductibles and co-insurance before any surgery or office procedure is done. **Co-pays and past due balances are due at time of check-in.**

Your health care policy is a contract between you and your insurance company. If your insurance company does not cover your surgery, you will be liable for the payment. For example, Medicare does not have a pre-authorization process. If it is determined that your surgery was not medically necessary, you will then be billed for the surgery. It is ultimately **your responsibility to pay for all services** provided by Fox Valley Plastic Surgery.

If part or all my treatment is an insurance case, I verify that I have current insurance coverage, and directly assign to Fox Valley Plastic Surgery all medical benefits, if any, otherwise payable to me for services rendered. I understand I am financially responsible for any out-of-pocket expenses such as, but not limited to co-pays, deductibles and co-insurance.

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Name: \_\_\_\_\_

DOB: \_\_\_\_\_

**BILLING**

Statements are mailed monthly and expected to be paid in full within 60 days after your insurance has settled your claim. If you have financial difficulties, please contact our Financial Supervisor as soon as you are aware of the situation. The worst thing that you can do is to ignore the bill. Doing so will make you ineligible for any further service. If payment is not received within 90 days, your account may be referred to a collection agency.

**DISPUTES**

Performed services that are paid with a credit card, debit card or with financing, are not eligible for post-care payment challenges. Fox Valley Plastic Surgery encourages a complete post-op care and follow-up interaction to address any issues that might arise, which are further addressed in the Revision Policy. I agree that this credit, debit card or financing challenge agreement is irrevocable.

I have read the above Financial Policy. I understand and agree to this.

Patient

Signature: \_\_\_\_\_ Date: \_\_\_\_\_