



Welcome to our office! Please take the time to read our office policies.

The following are policies set in place by Midwest Dermatology Institute PLLC ("MDI")

Appointment Reminders: To ensure your appointment time is reserved, please confirm your appointment within 24 hours of the reminder. Unconfirmed appointments may be subject to cancellation.

Communication: For prescription refills, please allow 24-48 hours for processing. For your convenience and secure communication, we encourage you to use our online patient portal or our secure text message platform, Klara.

Biologic Medications: Many insurance plans require prior authorization for certain medications. Our dedicated prior authorization specialist will assist you with this process. Please be aware that prior authorization can take up to 30 days. While we offer medication storage as a courtesy, please understand that MDI cannot be held responsible for any loss, damage, or issues with stored medications.

Arrival time: Please arrive 15 minutes before your scheduled appointment to allow time for updating your information. If you arrive more than 10 minutes late, we may need to reschedule your appointment to avoid delays for other patients.

Photography/videography: For the privacy and comfort of all our patients, we have a no photography/videography policy within the clinic.

Medicaid Affidavit:

At this time, I represent and warrant that I **DO** or **DO NOT** have Medicaid coverage.
(circle one)

If not circled, it will be assumed you do NOT have Medicaid.

Important Information about Medicaid:

- Medicaid requires that you receive services from a participating provider.
- If you have Medicaid coverage but do not see a participating provider, you will be responsible for the full cost of your services.
- Providing inaccurate information about your Medicaid coverage may result in you being responsible for all charges incurred.

Patient Signature: _____ **Date:** _____

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Outside fees (not from MDI):

At MDI, we strive to provide comprehensive dermatological care. This sometimes includes sending tissue samples or blood work to specialized laboratories for analysis. This helps us:

- **Confirm diagnoses:** A pathologist (a doctor specializing in disease diagnosis) examines the samples to provide accurate diagnoses.
- **Perform specialized tests:** Labs can perform tests we don't have the equipment for, like special staining or genetic analysis.
- **Get second opinions:** Occasionally, we may request a second opinion from another pathologist for complex cases.

What You Need to Know About Outside Lab Fees

- **Separate Bills:** You'll receive a separate bill from the outside lab, not from MDI.
- **Insurance:** We work with many insurance plans, but the lab may not be in your plan's network. This could mean higher out-of-pocket costs for you.
- **Your Responsibility:** You are responsible for paying the lab bill, even if your insurance doesn't cover the full amount.
- **Lab Contact:** If you have questions about your lab bill or insurance coverage, please contact the lab directly. Their contact information will be on your invoice.

Consent for Treatment at Midwest Dermatology Institute

By signing below, I consent to receive medical treatment at MDI. This may include:

- **Examinations:** Routine checkups and problem-focused exams.
- **Diagnosis:** Tests to determine the cause of skin conditions.
- **Treatments:** Medical, surgical, and cosmetic procedures.

My Rights and Understanding

- **Explanation:** MDI staff will explain any proposed examination or treatment, including its benefits, risks, and alternatives (including no treatment). I can ask questions and will receive clear answers.
- **No Guarantees:** I understand that no medical treatment has guaranteed outcomes.
- **Qualified Professionals:** My care may be provided by physicians or other qualified medical professionals.
- **Further Consents:** I may need to sign additional consent forms for specific procedures or surgeries.
- **Refusal of Treatment:** I have the right to refuse any examination or treatment at any time.

Revoking This Consent

This consent is valid until I revoke it in writing. To revoke this consent, I must notify MDI in writing.

Patient/Legal Guardian Signature

Date

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