

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

# Chatham Dermatology

Toni Lewis McCullough, MD  
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Savannah, GA 31405  
(912) 355-9818  
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Appt: \_\_\_\_\_

Time: \_\_\_\_\_

PLEASE READ NOW TO PREPARE FOR YOUR VISIT!

**\*\*\* SKIN CANCER SCREENINGS WILL NOT BE PERFORMED ON  
YOUR FIRST VISIT\*\*\***

Dear Patient,

Welcome to Chatham Dermatology. We look forward to serving you in our practice. We need you to do your part as a new patient to ensure that your visit will go well.

The following items need to be completed for you to be accepted as a new patient in our practice:

1. **CONFIRM** – Contact our office at least 7 business days prior to your scheduled appointment to confirm your appointment. If we do not receive confirmation from you within this time period, your appointment will be cancelled and will not be rescheduled. Furthermore, if you confirm your appointment and then cancel the appointment without 2 working days notice, you will not be rescheduled. Our office has adopted this policy in consideration of other patients in need of this appointment time. This is similar to booking airline flights; you must call back and confirm.
2. **BRING YOUR FULLY COMPLETED FORMS** - Enclosed are important information forms that need to be completed *PRIOR* to your visit at our office. Please bring the COMPLETED forms with you on the day of your visit. Please do not leave blanks. Fill in the information thoroughly.
3. **BRING YOUR INSURANCE CARD** – Bring current insurance card(s) and any other important insurance information. It is best to know which laboratory your insurance company requires you use in case specimens must be sent for analysis.
4. **ARRIVE ON TIME** – It is best to arrive at the scheduled time (no need to come earlier). Your new patient information must be entered into the computer, your chart must be prepared, your insurance company must be contacted to authorize your visit, your history and information must be reviewed, and the nurses must prepare you for your visit. As you can see, it does take longer to prepare a new patient for a visit. (If you have not been seen in this office in over 3 years, you are considered a “new patient” according to your insurance company. All of the new patient policies will apply to you as well.)
5. **BRING OLD RECORDS ONLY IF NEEDED** – If you have a history of skin cancer, bringing a copy of the pathology reports for your records is often helpful.
6. **BRING A LIST OF YOUR CURRENT MEDICATIONS** and products/medications you are using for your skin problem (if any).
7. **DO NOT WEAR MAKE-UP** – If you are coming for any type of facial evaluation, please come with no make-up so you can be evaluated properly.

We look forward to seeing you soon.

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