

DOC TYPE: Patient Information  
Front Desk Check-in  
initials \_\_\_\_\_



MRN # \_\_\_\_\_

Office Location \_\_\_\_\_  
Today's Date \_\_\_\_\_  
 New Patient  
 Name Change  
 Address Change  
 Insurance Change

**Patient Information**  
Please Complete All Sections

Name (First, MI, Last) \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Age: \_\_\_\_ Sex: M F  
Mailing Address (street) \_\_\_\_\_ Apt# \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Home Phone (\_\_\_\_) \_\_\_\_\_ Daytime Phone (\_\_\_\_) \_\_\_\_\_ Mobile Phone(\_\_\_\_) \_\_\_\_\_  
SS# \_\_\_\_\_ Marital Status:  Single  Married  Divorced  Widowed  Separated  
Email Address \_\_\_\_\_ Would you like to receive emails from West Dermatology for patient and  
practice communication only? Yes No  
Employer \_\_\_\_\_ Phone Number (\_\_\_\_) \_\_\_\_\_  
Employer Address \_\_\_\_\_  
Name of referring physician (Primary Care Physician) \_\_\_\_\_ Phone Number(\_\_\_\_) \_\_\_\_\_  
Preferred Pharmacy (Name/Cross Streets) \_\_\_\_\_ Zip code \_\_\_\_\_

**Parent, Spouse, or Responsible Party**

Name (First, MI, Last) \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Age: \_\_\_\_ Sex: M F  
Mailing Address (street) \_\_\_\_\_ Apt# \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Alternate Address (optional) \_\_\_\_\_  
Home Phone (\_\_\_\_) \_\_\_\_\_ Daytime Phone (\_\_\_\_) \_\_\_\_\_ SS# \_\_\_\_\_  
Employer \_\_\_\_\_ Phone Number (\_\_\_\_) \_\_\_\_\_  
Employer Address \_\_\_\_\_

**Insurance Coverage - Primary**

Name of Policy Holder (Insured) \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_  
Insurance Comp. Name \_\_\_\_\_ Insurance Phone# (\_\_\_\_) \_\_\_\_\_  
Co-pay \$ \_\_\_\_\_ Social Security # \_\_\_\_\_  
Address of Claim Center (street, city, state, zip) \_\_\_\_\_  
Policy # \_\_\_\_\_ Group Name or number# \_\_\_\_\_  
Policy Type:  PPO  EPO  POS  HMO If HMO, Name of Medical Group \_\_\_\_\_  
Employer \_\_\_\_\_ Phone Number (\_\_\_\_) \_\_\_\_\_  
Employer Address \_\_\_\_\_  
Patient's relationship to Insured:  Self  Spouse  Child  Step-child  Other \_\_\_\_\_

**Insurance Coverage - Secondary**

Name of Policy Holder (Insured) \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_  
Insurance Comp. Name \_\_\_\_\_ Insurance Phone# (\_\_\_\_) \_\_\_\_\_  
Address of Claim Center (street, city, state, zip) \_\_\_\_\_  
Policy # \_\_\_\_\_ Social Security # \_\_\_\_\_ Group Name or number \_\_\_\_\_  
Policy Type:  PPO  EPO  POS  HMO If HMO, Name of Medical Group \_\_\_\_\_  
Employer \_\_\_\_\_ Phone Number (\_\_\_\_) \_\_\_\_\_  
Employer Address \_\_\_\_\_  
Patient's relationship to Insured:  Self  Spouse  Child  Step-child  Other \_\_\_\_\_