Fox Valley Plastic Surgery, S.C. www.fvpsurgery.com

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

Name: _____

DOB: _____

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? _____
_____

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

- ☐ Benzoyl Peroxide (BP)
- ☐ Glycolic Acid (AHA)
- ☐ Lactic Acid (AHA)
- ☐ Resorcinol
- ☐ Salicylic Acid (BHA)

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

- ☐ Facial Cosmetic Surgery
- ☐ Botox Injections
- ☐ Collagen Injections
- ☐ Fillers
- ☐ Light Treatments
- ☐ Laser Resurfacing
- ☐ Microdermabrasion
- ☐ Other _____

Home Care:

What skin care products are you currently using?

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

Prescription Products:

- ☐ Tretinoin (Retin A, Retin-A Micro, Renova, Avita)
- ☐ Adepalene (Differin)
- ☐ Azelaic Acid (Azelex, Finacea)
- ☐ Tazarotene (Tazorac)
- ☐ Isotretinoin (Accutane)
- ☐ Triluma
- ☐ Metrogel
- ☐ Other topical antibiotics: _____

What skin conditions do you want to improve:

- ☐ Acne and/or breakouts
- ☐ Facial Scarring
- ☐ Hyperpigmentation (freckles, age spots
- ☐ Hypopigmentation
- ☐ Enlarged Pores
- ☐ Fine lines and wrinkles
- ☐ Other _____

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

_____

_____

Signature: _____ Date: _____

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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:	☐ Very fair (Celtic and Scandinavian) ☐ Fair-skinned Caucasian with light hair and light eyes ☐ Pale-skinned Caucasian with dark hair and dark eyes ☐ Olive-skinned (Mediterranean, some Asian, some Hispanic) ☐ Dark-skinned (Middle Eastern, Hispanic, Asians, some African) ☐ Very dark-skinned (African)	
My eye color is:	0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐	Light blue Blue / Green Green / Gray / Golden Hazel / Light brown Brown
My natural hair color at age 18 was:	0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐	Red Blonde Light brown Dark brown Black
The color of my skin that is not normally exposed to sun is:	0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐	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 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐	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 ☐ 1 ☐ 2 ☐ 3 ☐	Longer than one month ago Within the past month Within the past two weeks Within the past week
Total Score:		

If your score is:	**Your skin type is:**	**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?** **What happens if you get an insect bite?**
0-3	**1**	
4-7	**2**	
8-11	**3**	
12-15	**4**	
16-19	**5**	
20-24	**6**	

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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Name: _____

DOB: _____

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: _____
First Name Last Name

☐ Friend: _____

☐ Other: _____

Emergency Contact

Name: _____ Relationship: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

HIPAA Notice of Privacy Practices

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

Patient Signature: _____ Date: _____

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DOB:_____

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
☐ Call Work Phone	☐ Yes	☐ Yes	☐	
☐ Call Cell Phone	☐ Yes	☐ Yes	☐	
☐ Call Home Phone	☐ Yes	☐ Yes	☐	
☐ Send Email	☐ Okay for appt reminder? ☐ Okay for medical/schedule information? ☐ Okay for special offers including patient surveys and newsletter? No spam. We do not sell our lists.			
☐ Send US Mail to	Mail to ☐ present address, ☐ permanent address, ☐ employer address, ☐ emergency contact, ☐ responsible party			
☐ Send Text Message Cell Phone Carrier:	☐ Okay for appt reminder? ☐ Okay for medical/schedule information? ☐ 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: _____

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Health History

Section I: Surgery and Anesthesia History

1. List and date 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
1. Anemia	☐	☐	
2. Anxiety	☐	☐	
3. Asthma	☐	☐	
4. Emphysema	☐	☐	
5. Bleeding tendency	☐	☐	
6. Blood clots	☐	☐	
7. Cancer	☐	☐	
8. CHF	☐	☐	
9. COPD	☐	☐	
10. Depression	☐	☐	
11. Diabetes	☐	☐	
12. High Blood Pressure	☐	☐	
13. Heart disease	☐	☐	
14. Hepatitis	☐	☐	
15. Herpes/Cold Sores	☐	☐	
16. Kidney disease	☐	☐	
17. Melanoma	☐	☐	
18. Migraine headaches	☐	☐	
19. Multiple Endocrine Neoplasia (MEN)	☐	☐	
20. Pancreatitis	☐	☐	
21. Periodontal disease – currently being treated	☐	☐	
22. Stroke	☐	☐	
23. Thyroid Cancer	☐	☐	
24. Thyroid disease	☐	☐	
25. Problem Scarring	☐	☐	
26. Have you been advised to or had psychiatric care?	☐	☐	
27. Vein problems, such as venous reflux disease	☐	☐	
28. Others Not Listed			

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DOB:_____

Section III: Social History

1. Do you smoke? ☐ No ☐ Current Every Day Smoker ☐ Current Some Day Smoker ☐ Former Smoker---Quit date_____ ☐ Tobacco user
2. Do you Vape? ☐ No ☐ Yes If yes does it contain nicotine ☐ No ☐ Yes
3. How often do you drink alcohol? ☐ Never ☐ Monthly ☐ Weekly ☐ Daily ☐ Socially
4. Number of children given birth to? ☐ No ☐ Yes, how many? _____
5. Do you drink caffeine? ☐ Never ☐ Occasionally ☐ Daily
6. Illicit drug use? ☐ No ☐ Yes
7. Do you exercise? ☐ Never ☐ Weekly ☐ Daily

Section IV: Family History

Do your blood relatives have any of the following?		Brother	Daughter	Father	Maternal Aunt	Maternal Grandfather	Maternal Grandmother	Maternal Uncle	Mother	Paternal Aunt	Paternal Grandfather	Paternal Grandmother	Paternal Uncle	Sister	Son
1.	Asthma	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
2.	Bleeding Tendency	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
3.	Blood Clots	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
4.	Cancer	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
5.	Chronic Lung Disease	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
6.	Depression	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
7.	Diabetes	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
8.	Heart Disease	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
9.	High Blood Pressure	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
10.	Kidney Disease	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
11.	Melanoma	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
12.	Mental Illness	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
13.	Migraine Headaches	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
14.	Multiple Endocrine Neoplasia (MEN)	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
15.	Obesity	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
16.	Stroke	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
17.	Thyroid Cancer	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

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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)
	☐ Mild, ☐ Moderate, ☐ Severe, ☐ Unknown	
	☐ Mild, ☐ Moderate, ☐ Severe, ☐ Unknown	
	☐ Mild, ☐ Moderate, ☐ Severe, ☐ Unknown	
	☐ Mild, ☐ Moderate, ☐ Severe, ☐ Unknown	
	☐ Mild, ☐ Moderate, ☐ Severe, ☐ Unknown	
	☐ Mild, ☐ Moderate, ☐ Severe, ☐ Unknown	
	☐ Mild, ☐ Moderate, ☐ Severe, ☐ Unknown	
	☐ Mild, ☐ Moderate, ☐ Severe, ☐ 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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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

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financially responsible for any out-of-pocket expenses such as, but not limited to co-pays, deductibles and co-insurance.

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: _____