

Kalamazoo Dermatology & Skin Cancer Center, P.C.

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Welcome to Kalamazoo Dermatology & Skin Cancer Center. Our goal is to provide you with the highest quality medical care in the friendliest and most efficient manner possible. Your understanding of the following policies and procedures will help us to do so. Please read them over and ask any questions that you have about them.

OFFICE HOURS

Our office is open 7:30 a.m.-5:00 p.m. Monday through Friday.

EMERGENCIES

If you have an emergency after our normal business hours, please call the office at the number shown above to obtain the contact information for the providers.

RELEASE OF INFORMATION

We will protect your privacy and confidentiality--we will release information only to those parties that request. We ask that you sign a HIPAA acknowledgement form granting permission, and we will provide you with an explanation and copy of our Patient Privacy Act.

CANCELING APPOINTMENTS

Please give us the courtesy of at least a day's notice for any appointment cancellations.

COSMETIC PROCEDURES

As part of our services, we perform numerous cosmetic procedures, such as sclerotherapy (treatment for spider veins), cosmetic fillers, chemical peels, Botox injections and laser treatments. All cosmetic procedures require a consult with the provider first, and are considered non-medically necessary procedures. Payment for these services must be made at the time of service.

FEES and CO PAYS

Payment for services rendered is due at the time of service—We will collect for copays, deductible, non-covered and cosmetic services when you are seen. We do participate with most insurance carriers, and will submit a claim for you. For your convenience, we accept cash, personal checks, cashiers checks, money orders and charge or debit cards.

INSURANCE

We participate with the listed insurance groups only and will bill them directly for reimbursement. This list may change so please verify the accuracy before incurring any charges. If you have insurance with a carrier not listed, we will file your claim for you so they may reimburse you after you have paid for your services.

We have contracts with the following carriers only:

Aetna US HealthCare
Beech Street PPO
Blue Care Network
Blue Choice of Michigan
Blue Shield of Michigan

Cigna HealthCare
Cofinity PPO (formerly PPOM)
HealthScope PPO
Medicare &
Medicare Advantage

PHCS / MultiPlan
Priority Health PPO
SmartHealth PPO
United Healthcare Network
Michigan Medicaid

DIRECTIONS TO OUR OFFICE:

Our office is located on Newport Road, which runs South from Milham Avenue, (between Lover's Lane and Westnedge Ave.). 6100 Newport Rd is the 3rd building on the right, just before the Walnut Trails apartment complex.

FROM THE I-94 EXPRESSWAY:

- Use exit 76 to Westnedge Avenue, *southbound*.
- Travel South only a ½ mile, through 2 lights.
- Turn Left at the 3rd light, or Milham Avenue. (Watch for Walgreens on your left)
- Turn Right at next light, on Newport Road

FROM US 131 (from the South):

- Going North on US131, take the Shaver Rd exit
- Continue North approximately 10 miles (on Shaver Rd, which becomes S Westnedge).
- Turn right at E Milham, go to next light
- Turn right on Newport Rd
- We are at 6100, the 3rd building on the right

