

DERMATOLOGY ASSOCIATES OF NORTHERN MICHIGAN, P.C.

Dear _____,

Welcome to Dermatology Associates of Northern Michigan, P.C. You have an appointment scheduled with:

<input type="checkbox"/> Murray A. Cotter II, M.D., Ph.D.	<input type="checkbox"/> Monday
<input type="checkbox"/> Lisa Bowersox, PA-C	<input type="checkbox"/> Tuesday
<input type="checkbox"/> Tina Crook, PA-C	<input type="checkbox"/> Wednesday
<input type="checkbox"/> Deanna Geisler, PA-C	<input type="checkbox"/> Thursday
<input type="checkbox"/> Sarah Kenney, Esthetician	<input type="checkbox"/> Friday

at: _____ a.m./p.m. in:

<input type="checkbox"/> PETOSKEY @ 2240 Mitchell Park Drive
<input type="checkbox"/> BEAVER ISLAND @ 37304 Kings Highway
<input type="checkbox"/> CHEBOYGAN @ 125 North Main Street
<input type="checkbox"/> GAYLORD @ 1320 E. M32
<input type="checkbox"/> ST. IGNACE @ 220 Burdette Street

In order to facilitate your appointment please comply with the following:

- Arrive 15 minutes prior to your appointment to complete any additional required paperwork.
- Complete the enclosed registration and history forms and bring them with you.
- Bring any current insurance cards with you so we can obtain copies for your record.
- **Bring an updated medication list with you.**

If you need to change this appointment please call us as soon as possible. To promptly serve all patients, if you are unable to make this appointment, a 24-hour cancellation notice is appreciated and **required** or you will be charged a \$25 "No-Show" fee.

Office Hours: 7:00 a.m. to 5:00 p.m. Monday-Thursday

Appointment Hours: 7:30 a.m. to 4:00 p.m. Monday-Thursday

Patients under the age of 18 years old must be accompanied by a parent or legal guardian.

We currently participate with Blue Cross Blue Shield, Medicare, Priority Health, Blue Care Network, PPO, and Medicaid. At the time of your appointment, payment is required for the following:

- Any co-payments and/or deductibles required by your insurance
- Any non-covered services provided including all cosmetic procedures and products. Accepted methods of payment include cash, credit cards, or money orders. No checks please.
- Master Medical rider on your insurance policy
- You have no insurance

If you have any questions concerning your insurance or expected payment, please call our office before your appointment. We are looking forward to caring for you. If you have any suggestions on how we can better serve you please let us know.

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