

**Dermatology Clinic, P.C.**  
3245 International Circle, Suite 200  
Colorado Springs, CO 80910  
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**www.coloradospringsdermatologist.com**

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*Certified by the American Board of Dermatology • Fellow of the American Academy of Dermatology*

We are pleased that you have chosen our group of specialists for your skin care. We are sending this information to you ahead of your appointment to make your visit to our office as convenient as possible. Our office hours are 8:00 a.m. to 5:00 p.m. Monday through Friday.

**Patient Registration Form:** Please complete these forms before you arrive and be sure to bring them with you to your first visit.

Please note that patients under the age of 18 must be accompanied by a parent or guardian or have a written and signed authorization from the parent or guardian for treatment or follow up appointments. In some cases, verbal consent is acceptable. Please discuss the possibility and necessity with a nurse during the first visit.

**Referrals:** If you have HMO insurance or Tricare PRIME, you will need a referral from your (PCP) primary care physician to see a dermatologist. Referrals are your responsibility and are generated by your PCP's office then submitted to the insurance company, if required. Once approved, the insurance company will send you a copy - ***please bring a copy of your referral with you.*** Your appointment will need to be rescheduled if you do not have a valid referral.

**Insurance Cards:** Please bring your card with you. We must be able to make a copy of it.

**Co-payments:** Co-pays are amounts that you have agreed with your insurance company to pay for each doctor's (specialist) office visit. If you do not have the required co-payment with you, our agreement with your insurance company will force us to reschedule your appointment.

**Insurance Claims:** We will, for your convenience, submit your health claims using the insurance information that you have provided. If you change insurance coverage, please be sure to let us know upon arrival. Be aware that many insurance plans include deductible amounts that are also your responsibility. Please be prepared to pay these amounts at your next visit or upon being billed. Our billing department at 484-8842 ext. 105 can answer questions regarding these amounts.

**Late or missed appointments:** We take great care in organizing the schedules of the doctors to accommodate as many people as possible. Please call ahead and let us know if you will be late or need to reschedule an appointment at 484-8842 ext. 100.

**Surgery:** Be sure to ask for any appropriate "after care" instructions to take with you for later reference. Also be aware that many insurance companies have separate surgery deductible amounts that you must also meet. Pathology results will be communicated to you by telephone upon receipt from the laboratory, upon doctor's orders

**Prescription Refills:** If you need a refill of a prescribed medication, please call your pharmacy and they will contact us. We will call your pharmacy as soon as the doctor approves the refill, then call to notify you. If you are told by your pharmacy to contact us for some reason, you may be asked to leave a voice mail depending on our office activity. Be sure to leave a return telephone number for any questions we may have, your name, birth date, name of medication and preferred pharmacy name and number. The triage nurse's direct number is 484-8842 ext. 112 if you do need to call us directly for a refill.  
Please note that we can not refill prescription on the weekend or holidays.

Visit us on the web at: [www.coloradospringsdermatologist.com](http://www.coloradospringsdermatologist.com)