

PATIENT CHECK-IN PROCEDURE

Please read the following instructions for your appointment carefully, as we have changed our in-person visit practices to maintain social distancing and limit physical contact.

1. **New Patients**: Please look for a text message via Klara from our office to complete the registration process prior to your appointment to allow for a hands-free check-in process.

Existing Patients: Please notify the office prior to your appointment if there have been any changes to your address or insurance coverage.

2. Please arrive about 15 minutes before your appointment.

PLEASE NOTE: If you have a fever, cough, or other symptoms of a respiratory infection or you have been to any foreign country within the past 14 days, please call to reschedule your appointment.

If you need to cancel or reschedule your appointment, we ask that you contact us by 10:00 am the day prior to your appointment to avoid a cancellation/no-show fee. For Monday appointments, please contact us by 2:00 pm on the Friday beforehand. For surgical appointments, cancellations need to be made at least 3 days in advance.

If you have any questions or concerns please feel free to contact the office prior to your scheduled appointment. We thank you for understanding and cooperation and for choosing the Dermatology and Skin Cancer Center!

ADDITIONAL INSTRUCTIONS:

MOHS SURGERY APPOINTMENTS: Please review Mohs surgery pre-appointment instructions and information on our website (<https://skincenternj.com/patient-forms/#instructions>).

FULL SKIN EXAM APPOINTMENTS: Please remove all makeup and foundation prior to your appointment and carefully review the Full Skin Exam pre-appointment instructions on our website (<https://skincenternj.com/patient-forms/#instructions>).

COSMETIC APPOINTMENTS: Please remove all makeup and foundation prior to your appointment.