

WELCOME

At **WEST GEORGIA DERMATOLOGY, P.C.**, our primary goal is to provide you with the best possible medical, surgical and cosmetic dermatology care.

We appreciate the opportunity to serve you, and we want to make your visits to our office as pleasant as possible.

This brochure was written to answer your questions about our practices. **PLEASE READ IT THOROUGHLY** and keep it on hand. After reading this brochure, if you still have unanswered questions, please contact our office at: 706-882-5119.

If you have a question, comment, or suggestion, or if you are dissatisfied in any way, please discuss it with us. We are always open to new ideas that can help us to provide better service to our patients.

EMERGENCIES

If possible call the office with your concerns and questions during regular office hours when your chart is available for optimal advice and service.

If an emergency arises after office hours call the office phone number, **706-882-5119**. Our voice mail system will give you step-by-step instructions. If a serious or life-threatening emergency occurs, go immediately to the Emergency Room and they will contact Dr. Barth if needed.

ABOUT DR. BARTH

Garin D. Barth, M.D.
Previous Hometown: Clemson, South Carolina
BS: College of Charleston, South Carolina
MD: Medical University of South Carolina
Charleston, South Carolina
Residency:
Family Practice
Self Memorial Hospital
Greenwood, South Carolina
Residency:
Dermatology
University of Wisconsin, Madison, Wisconsin and
Marshfield, Wisconsin
Certified:
American Board of Dermatology 1994
Member:
American Academy of Dermatology
American Society for Dermatologic Surgery
American Society for Laser Medicine & Surgery

OUR SERVICES

- Diagnosis and treatment of conditions of the skin, hair, and nails
- Complete skin examinations
- Skin surgery
Removal of moles, growths, cysts, and warts
- Mohs surgery for skin cancer
- Testing for skin allergy (Patch testing)
- Phototherapy (PUVA) treatments for Psoriasis and other conditions
- Fractional Laser Skin Resurfacing
Acne scarring, Sun damaged & Aging skin
- Complete line of skin care products
- Laser Hair Removal
- Spider Vein Treatment Face & Legs
- Laser Treatment of Age Spots, Birthmarks, Tattoos, Stretchmarks and more
- Botox, Collagen, and Restylane Injections
- Glycolic Peels
- Chemical Peels
- Microdermabrasion
- Thermage procedure
- Fotofacial treatments

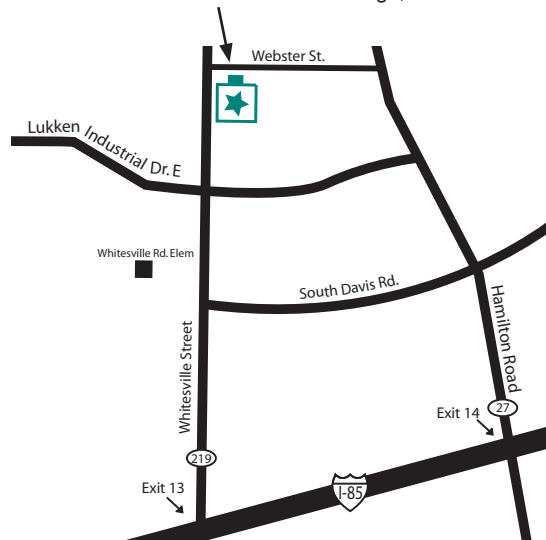
WEST GEORGIA DERMATOLOGY, P.C.
SKIN CANCER & COSMETIC LASER CENTER
1605 Whitesville Street • LaGrange, GA 30240

PHONE 706.882.5119
TOLL FREE 800.388.8829
FAX 706.882.0270
WEBSITE www.drbarth.com

WELCOME

OUR LOCATION

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1605 Whitesville Street • LaGrange, GA 30240



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APPOINTMENTS

Dr. Barth sees patients by appointment from 8:00 to 4:30 Monday through Thursday and 8:00 to noon on Friday.

If you find that you cannot keep a scheduled appointment, please call our office. Your call **at least 24 hours in advance** allows us to offer that appointment to another patient. Appointments that are not kept are documented in the patient's chart. A patient with unkept appointments is subject to release by Dr. Barth as his patient and a \$35.00 fee per missed appointment.

At times, unanticipated delays may interfere with scheduled office hours. We know that your time is valuable and will attempt to inform you prior to your arrival if we are aware of a delay. We hope you understand that these delays are unavoidable, and we will strive to accommodate as best we can.

Similarly, so that we can do our best to operate on schedule for everyone, we ask everyone to arrive on time for their appointment. Please call to notify our staff if you will be late, since we may need to reschedule.

MEDICAL RECORDS

As a new patient, you are asked to complete information forms. This is important information so take your time and fill out the forms as completely as possible. The information in your chart is confidential, and the entire staff will protect that confidentiality.

PLEASE NOTIFY US PROMPTLY OF ANY CHANGES IN YOUR ADDRESS, PHONE, OR INSURANCE.

So that we may best protect your confidentiality, we require that you sign an authorization to release medical information before we send your records to an insurance company, lawyer or another physician.

PRESCRIPTION RENEWALS

All prescriptions and renewals should be requested during normal office hours. Please have the **name and dosage of the medication** and **your pharmacy phone number** available when you call. No routine prescriptions will be given at night, weekends, or holidays.

Some prescriptions cannot be refilled without a return visit to the Doctor. Please try to call for an appointment prior to running completely out of a medication.

TELEPHONE CALLS

Between visits, you may wish to call regarding special problems. Whenever possible, please call during office hours. We prefer, also, that the patient themselves telephone. Relatives or friends are seldom able to give the information required to evaluate the problem properly. Dr. Barth's staff has been trained extensively to handle your phone calls regarding medical questions. If you should call with questions they cannot answer, they will consult Dr. Barth and relay his answer to you as soon as possible. In order to prevent disruption of the office operation, phone calls are returned prior to or after the morning and afternoon office sessions.

If you are a new patient or if you call regarding a new condition, a change in an ongoing condition, or a complex condition we will often recommend that you make an appointment. Remember, in dermatology, we must see the condition to give the most accurate diagnosis and to provide you with the best possible care.

Telephone calls that must be handled personally by Dr. Barth are subject to a fee based on the length and complexity of the call.

BILLING PROCEDURES

We make every effort to keep down the cost of your medical care. You can help by paying for your office visit at the time of service. Payments may be made in the form of **cash, checks, American Express, MasterCard and Visa**. For the additional cost of procedures done during your office visit, we will file your insurance for you.

If it is not possible to pay your bill in full, please call the office manager **PRIOR TO YOUR APPOINTMENT** to make arrangements to set up a payment schedule.

By paying your bill, it does not in any way prevent or delay you from collecting from your insurance company or other third party. Payment of the bill is the responsibility of the **PATIENT** and not a third party such as an insurance company.

INSURANCE AFFILIATION

Our practice participates in several insurance plans. If we participate, we accept appropriate payment according to a contracted agreement. Patients will be asked to pay their co-pay at the time of service. For plans where we do not participate, the patient is expected to pay according to our usual fee schedule. Please call our office to determine if we participate in your plan. As a convenience and courtesy to our patients, we electronically file claims to all participating carriers/plans.

MEDICARE

As a Medicare participant, we accept assignment of benefits from Medicare. This means we will file these claims for you and accept payment from Medicare. **By federal law** you are responsible for the unpaid deductible, as well as the 20% balance of the Medicare allowable. If you have supplemental insurance to cover your copay, we will file your supplement for you.

MEDICAID

If you are covered by Medicaid you must have a valid eligibility card. When checking in, tell the receptionist that you are eligible for Medicaid and show her your card. **You must bring this card with you to each appointment** or your visit will have to be rescheduled. Payment of your copay is required at the time of your visit. Failure to provide proper eligibility will require cash payment for the Doctor's services that day. New patients should have a referral from their medical doctor.

COSMETIC SERVICES

Since cosmetic procedures are not covered by most major insurance carriers, we want to make them affordable for you.

We require a deposit to reserve your cosmetic surgery appointment. The balance of your account will be due in full prior to your cosmetic treatment.

We gladly accept most major credit cards as an alternative payment method. Financial counseling is available and suggested to answer your financial concerns.