

SKINCARE INTAKE FORM



Patient's Name: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Cell/Other Phone: _____

Date of Birth: _____

Email: _____

How Did You Hear About Us: _____

Are you pregnant? _____ Yes _____ No

Do you suntan/ use tanning beds? _____ Yes _____ No

Do you use sunscreen daily? _____ Yes _____ No

If yes, what strength? _____

Have you ever used Hydroquinone or other skin lighteners/brighteners? _____ Yes _____ No

Do you have any metal implants in your body? _____ Yes _____ No

Have you had any radiation therapy/chemo in the past year? _____ Yes _____ No

Are you prone to herpes, cold sores, hives, blisters, keloids? _____ Yes _____ No

Please name the skin care products you are currently using:

Cleanser: _____

Toner: _____

Serum: _____

Eye Cream: _____

Moisturizer: _____

SPF: _____

How would you characterize your skin? (circle one)

Sensitive Dry Oily Normal/Dry Normal/Oily Acne Prone

What are your skin concerns? _____

Allergies (including food): _____

Medications (please list all prescription, over-the-counter medications, vitamins, etc.):

Have you had any injectable treatments (Botox/filler), microblading, microneedling, facial procedure in the past 2 weeks?

Do you have any medical problems for which you see a doctor on a regular basis?

Spiro Plastic Surgery, LLC's Medical Spa Financial Policies:

Proper use of the products sold by our office is essential. We encourage all patients to consult with our esthetician prior to beginning use of any product sold within our office.

Cancellation Policy: Our office requests a minimum of 24 hour's notice for the cancellation of appointments. A fee may be charged for appointments cancelled with less than 24 hour's notice. Patients who repeatedly cancel appointments may be required to pay for future services prior to scheduling an appointment.

Payment Policy: Payment for services is due at the time services are rendered. Acceptable forms of payment include personal checks, cash, bank checks, money orders, Visa, MasterCard, American Express, Discover, and CareCredit. There is a fee of \$30 for returned checks. Our office retains the right to refuse any form of payment at any time if we feel there is a concern regarding its legitimacy. In the event an unpaid balance exceeds 90 days, the patient authorizes Spiro Plastic Surgery, LLC and/or their authorized agent to verify any information provided on this form, now or in the future, and/or obtain additional information by securing data from a credit reporting agency. In addition, the undersigned agrees to pay a thirty percent collection fee in the event of default on their account, if the account is placed with an attorney or bonded collection agency. If you engage your credit card company by disputing a charge, you are hereby authorizing Spiro Plastic Surgery, LLC to share details of appointments, services, treatments, and purchases with your credit card company thereby relinquishing your HIPAA rights as it pertains to the financial dispute.

Product Return Policy: Due to COVID-19, we are unable to accept any products for returns or exchanges (even if unopened). If a patient has a documented skin reaction within three weeks of the purchase date of the product, a credit for the product may be issued. Credits may be used towards future products and/or services within Spiro Plastic Surgery, LLC. No credits will be issued after three weeks from the purchase date. All credits expire one year from the date issued.

If you have any questions about our financial policies, please feel free to ask for additional clarification. We are here to assist you in any way possible. Thank you for choosing Spiro Plastic Surgery, LLC.

APPOINTMENT SCHEDULING FEES, LATE FEES, AND CANCELLATION FEES FOR MEDICAL SPA:

Spiro Plastic Surgery LLC collects fees for scheduling an appointment. **Scheduling fees** are collected prior to scheduling the appointment and will be applied towards your consultation fee or service fee. Please read the following carefully.

- **SCHEDULING FEE FOR SKIN CARE SERVICES INCLUDING INJECTABLES:**
 - The scheduling fee for skin care services is \$50. Balances for skin care treatments will be collected at the time of the appointment. **The scheduling fee will be assessed and retained as a cancellation fee** for appointments that are cancelled or rescheduled within 24 hours of an appointment and "no shows."
- **LATE FEES AND CANCELLATION FEES:**
 - A late fee will be assessed for appointments with Dr. Spiro, for skin care services, injectable treatments, and for Coolsculpting treatments for patients who do not arrive on time for their appointment. If you are late and we cannot accommodate you, your appointment will be subject to cancellation. **The scheduling fee will be assessed and retained as your late fee charge.**
 - If you are late and our office is able to accommodate you, **the scheduling fee will be assessed and retained as a late fee charge** and **will not** be applied towards the balance of your consultation or treatment. The full amount of the service will be due at the time of the appointment.

Patient Signature

Date

HOW TO PREPARE FOR YOUR SKINCARE TREATMENT:

For your safety, please follow the below instructions. Please arrive 15 minutes early to complete a skincare intake form. This form can also be found online on our website under “**Patient Resources.**”

Before Your Treatment:

- It is important that you wait a full two weeks between your skincare appointment and your injectable treatments (Botox/Filler). Injectables take a full two weeks to settle in and we do not want to mess anything up! You will be asked to reschedule your appointment if this instruction is not followed.
- One week before your appointment, please avoid electrolysis, laser, waxing, and other harsh methods of exfoliation.
- Skincare treatments cannot be performed on patients who are currently taking Accutane or have been on it in the past 6 months.
- Please let the esthetician know if you have an event coming up as some treatments might cause more redness than others. We want you to look your best!
- Before your scheduled appointment, please download **Alle** from the app store, or visit www.Alle.com to start earning rewards.

After Your Treatment:

- Injectable treatments (Botox/filler) can be done immediately after your skincare treatment (besides microneedling). Please let us know if you would like to see our Nurse Practitioner as well so we can schedule accordingly!
- Avoid the use of retinols, scrubs, acids, and other harsh exfoliants for 4-7 days.
- Wait 24 hours before doing any heavy cardio.
- Wear SPF!
- Schedule your next appointment within 4-8 weeks to maintain your results!

We look forward to your visit! Please call the office with any questions.

(973) 736-5907