

JOSEPH D. JENSEN M.D.

ADULT & PEDIATRIC DERMATOLOGY
DERMATOLOGIC SURGERY

Board Certified
By American Board
of Dermatology

Welcome

The staff at Dr. Jensen's office would like to welcome you. We hope to make your experience with us as pleasant as possible, and have outlined some important details that will make your visit more productive with less time spent filling out paperwork on the day of your visit. Please read this information sheet carefully. We look forward to serving you.

- **Insurance Cards**

Please bring your insurance card with you on the day of your appointment. We must have the information on your card in order to process your claim with your insurance company. Due to the new HIPPA privacy laws, many insurance companies no longer use the subscriber's social security number as the policy number, however our office requires the social security number of the person responsible for the account prior to the patient being seen.

- **Referrals**

If you are not sure if your insurance plan requires a referral, please call your insurance company to find out. If your insurance requires a referral, it must be in our office at the time of your visit. Referrals may be faxed to our office at 801-567-1777. If we do not have the referral at the time of your visit, you will be responsible for payment in full at the time of service.

- **Assignment of Benefits**

Please be aware that that you are responsible for all charges whether or not your insurance company pays them.

- **Be on Time**

Our office is difficult to find. Office flow is considerably smoother if patients arrive early. Waiting time can be reduced if new patients arrive 5 minutes before the scheduled visit.

- **Office Courtesy**

Please know that a certain amount of time has been allotted for each patient. If you bring other family members with you, please limit comments and questions pertinent to the scheduled patient only as a courtesy to the patients waiting their turn to see the doctor.

- **Cancellations**

If you are unable to keep your appointment, please contact our office as soon as possible. Our office policy is a 24-hour notice to avoid being charged.

Enclosed in this packet are forms that will become a permanent part of your patient file. Please take time to fill them out completely and legible. If you are under 18 years of age, a parent or legal guardian must be present for the first visit. Please bring all forms with you to your appointment.

If you have any additional questions, please feel free to call our office at 801-567-1400 and we will be happy to assist you.