

Please complete and carefully read the Terms of Engagement

510 Grey Street,
Hamilton East,
Hamilton 3247
P. 07 856 1646
E. info@hamiltonskin.co.nz
W. www.hamiltonskin.co.nz



Your Personal Details

Full Legal name: _____

Preferred Name: _____

DOB: _____

Address: _____

Home phone: _____ Mobile number: _____

Work: _____

Email: _____

Occupation: _____

GP name and practice: _____

Medical Insurance Provider: _____

Referred by (please Circle): GP Self Other : _____

If GP Please specify the name: _____

Emergency Contact:

Name: _____ Relationship: _____

Contact number: _____

Current Smoker: Y / N

Office Use Only:

NHI:	Foto Finder	Date Entered:
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Current Skin Spots Concerning You

	Affected area	Duration	Symptoms (itch/pain/bleeding)
1			
2			
3			
4			
5			

Medical History

	Past skin cancers Include site, year and type (if known)
1	
2	
3	
4	
5	

	Current Medications (conventional & complementary)
1	
2	
3	
4	
5	

	Allergies to medications or dressings
1	
2	
3	
4	
5	

	Medical Conditions (past and present) eg; Diabetes, Cancer, Asthma, Epilepsy, Hematological etc
1	
2	
3	
4	
5	

Our Service

We will do our best to come to an accurate diagnosis. We will discuss your treatment options and advise you of their relative merits and potential side effects. We cannot however guarantee a specific outcome as some factors are beyond our control. We will try to keep as close as possible to your allocated appointment time, however sometimes unavoidable delays may occur. We apologise for any inconvenience that this may cause.

A biopsy (tissue sample) may be required to obtain or confirm a diagnosis. This has associated extra costs for the procedure. A clear clinical diagnosis may not be able to be obtained immediately. Some lesions/skin cancers take time for the diagnosis to become apparent. If a lesion has been checked but starts to grow or change, it is important for you to book a follow up appointment immediately.

There will be instances where treatment is best performed by a specialist dermatologist or plastic surgeon. We will arrange any referrals that are required. We can also arrange referral back to your GP for treatment if you prefer.

You are responsible for following the treatment plan as best as possible and keeping your follow-up appointments. Hamilton Skin Cancer Centre will not accept any responsibility for any adverse outcomes if you (1) provide false, misleading or inaccurate information, (2) do not keep your scheduled appointments or (3) do not have the tests/treatment you are advised to have.

Results

We will inform you of any results and a copy will be sent to your registered doctor. You can also access results through your GP's patient portal, or you can contact your GP's practice directly.

Chaperones

Examination of the skin is required for a skin cancer check. Please come prepared for a full skin examination including removal of makeup and nail polish. You will be asked to partially undress, however areas such as breasts, genitals and perianal (bottom, buttock crease) areas will **not** be routinely examined unless a specific condition/problem warrants it. If you would like a chaperone, please request this at the reception desk or ask the examining clinician. Please let us know if you do not want a specific area(s) examined, however this will limit the accuracy of the skin cancer check.

Clinical Photographs

Clinical photographs are an important part of skin care, they allow skin lesions to be documented and monitored over time. These images will be stored securely as part of your clinical record and may be used for the purposes of mole mapping, teaching other health professionals, for use in lectures, publication in medical journals or used in information sheets (paper based or internet based). If they are used for such purposes, no confidential patient details (such as names) will appear with the image. Where possible, photographs will be taken in such a way as to ensure the patient is not easily recognisable from the image taken. In some cases (for example, lesions on the face or distinctive birthmarks/rashes in a visible site), complete anonymity cannot be guaranteed, however, we will take all reasonable steps to preserve the privacy of the individual (for example blacking out certain recognisable features) if it does not interfere with the intended use of the image.

All images will remain the property of Hamilton Skin Cancer Centre.

Fees

Please enquire about consultation fees before your consultation to ensure you are familiar with these. Hamilton Skin Cancer Centre reserves the right to adjust the consultation/surgical procedure fee in certain circumstances (for example, excessively prolonged consultations due to complex/multiple lesions). All fees are payable on the day of consultation at reception.

A repeat prescription fee applies.

All fees include GST and are subject to change without notice. Please check at Reception for the latest fee schedule.

Defaulted or cancelled appointments without reasonable advance notification (24hours or more) will be charged a default appointment administration fee of \$50 (incl. GST).

Any unpaid fee(s)/debt may be sent onto a debt-collecting agency. The debtor will incur any collection costs and interest costs in addition to the original debt owed.

If for any reason you are unhappy, have concerns or complaints, then you should discuss these matters with Hamilton Skin Cancer Centre directly, or, alternatively, put these in writing to The Practice Manager, Hamilton East Medical Centre PO Box 4096 Hamilton.

I have read, understood and I agree to ALL of the stated terms and conditions and consent for photographic imaging:

Signed:

(Patient / Parent/ Legal Guardian)

Date: