



Dermatology and Laser Institute of Colorado, P.C.  
9695 S Yosemite St, Ste 120  
Lone Tree CO 80124  
Office: 720-344-5252  
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## Welcome!

We are pleased that you have chosen the Dermatology and Laser Institute of Colorado, P.C., to assist you with your medical and/or cosmetic dermatology concerns. Our staff is committed to providing you and your family with comprehensive care in a warm and supportive environment. Excellence is always our goal and we welcome the opportunity to serve you. The following information is provided to answer some of your basic questions before your visit. If you have any further questions please feel free to call our office.

<b>Business Hours:</b>	Mon	8:00 – 4:30	<b>Phone Hours:</b>	Mon	8:00 – 4:30
	Tue	8:00 – 4:30		Tue	8:00 – 4:30
	Wed	8:00 – 4:30		Wed	8:00 – 4:30
	Thu	8:00 – 4:30		Thu	8:00 – 4:30
	Fri	8:00 – 4:30		Fri	8:00 – 4:30

**Appointment:** Please remember to bring your insurance card and photo I.D. **All children under 18 must be accompanied by a parent or legal guardian. Proof of guardianship and/or Proof of Power of Attorney is required for those applicable.**

**Payment:** All co-payments and self-payments are due at the time of service. We accept Master Card, Visa, personal checks and cash. Please remember, although we bill insurance claims, you are ultimately responsible for payment of all services.

**Insurance:** Please check with your insurance company to verify that our office is in network for you. While we participate in most of the major insurance networks, it is virtually impossible for us to know the overages of every patient's individual insurance plan. **Please make sure that you have any required referrals to our office processed before your appointment.**

**Emergencies:** For life threatening situations dial 911. If you have an urgent problem, please call our office for instructions. If the problem occurs during after phone hours, you will hear a recording that will instruct you how to contact the doctor on call.

**Test Results:** Should you have any laboratory work or other diagnostic testing in conjunction with your visit, you will be notified of the results as soon as they are available (usually 7-10 business days from the test date). **Please note, you will also receive a separate bill for any services provided by the laboratory.** Your medical care provider will personally review all test results and then instruct his or her medical assistant to phone you with results and/or instructions for further treatment.

**Prescriptions:** **Please instruct your pharmacy to fax all refill requests to us first, before you call in to the office.** Your refill requests will be handled within 48 hours of receipt of the fax. Some prescriptions do require lab work before a refill can be authorized. Your medical provider will inform you of this at the time of your office visit.