

*Grosse Pointe Dermatology Associates, P.C.*

*Diseases of the Skin*

Judith T. Lipinski, M.D.

David S. Balle, M.D.

**Dear Patient**

**At the time of your visit please be sure to bring the following information with you:**

- 1. The patient information sheet (completely filled out on the front & back)**
- 2. A list of all medications & dosage you are currently taking**
- 3. Your insurance card(s) along with a current insurance mailing address**
- 4. Parking on Mack Avenue in front of our office is meter only. The meters take quarters**

**All office co-pays and medication charges must be paid for on the date of service. We accept cash, checks, and credit cards (Visa & Master Card).**

**If you have an insurance that requires pre-authorization for treatment, you must bring the pre-authorization with you at the time of your visit, or your primary care physician must fax it to us **BEFORE YOUR APPOINTMENT**. Our fax number is (313) 886-2099. It is your responsibility to have this information for us before your appointment.**

**If you have a Master Medical Plan we require the patient to pay us at the time of the visit and we will then submit the claim to your insurance for reimbursement to be made directly to you.**

**Due to the time it takes to process paperwork and undergo an initial patient interview, please allow at least 60 minutes for this appointment.**

**If you need to cancel your appointment, we ask that you please give us a 24-hour cancellation notice.**

**Thank you. If you have any questions please call our office at (313) 886-2600 and speak to one of our receptionists.**

**YOUR APPOINTMENT IS SCHEDULED FOR:**

---

*Grosse Pointe Dermatology Associates, P.C.*

*Diseases of the Skin*

Judith T. Lipinski, M.D.

David S. Balle, M.D.

Dear Patient,

**HouseCalls**, is a personalized appointment reminder system that will call your house to remind you of upcoming appointments with our office.

**HouseCalls** will access your home phone number, and deliver an informative message pertaining to your next appointment. After you hear your appointment reminder message, **HouseCalls** will allow you to confirm your appointment, replay the message or leave a message for our office. For example, **HouseCalls** will notify you to press "1" to confirm this appointment, press "2" to replay this message.

Generally, the system will call you one or two days prior to your next appointment. To ensure that you receive your appointment reminder, we will schedule **HouseCalls** to call you between 5 p.m. and 8 p.m. If you are not available, **HouseCalls** will leave a message on your answering machine.

We have decided to implement **HouseCalls** because we feel it is important to provide a higher level of service and a more efficient means of communication. Additionally, **HouseCalls** will enable our entire staff to fully concentrate on serving you during your appointment. As always, you can contact our office at (313) 886-2600 during our regular office hours.

We are looking forward to your feedback on **HouseCalls**. If you have any questions for us, please feel free to contact us at your convenience.

Sincerely,

Dr. Judith Lipinski

Dr. David Balle