

New patient registration form

Health Records Act 2001: Consent to collection of information

This form collects information about your medical history and risk factors for skin cancer. It helps us plan suitable tests, treatments and screening.

Information is stored in compliance with Australian health privacy legislation, i.e. encrypted and on servers in Australia. Medical records are available to Spot Check Clinic staff. Your clinical photographs and pathology results are also available to you via the DermEngine system. Sometimes we need to share information with other health professionals and organisations, e.g. hospital clinics or medical specialists, your insurance company (at your request), or if required by law. On your written request, we can provide you with your medical information or forward it to another party.

Information may be used for professional development or research purposes within Spot Check Clinic. Where possible, we remove identifying information.

If you don't provide accurate or complete information, it affects our ability to find and treat skin cancer and other conditions.

Spot Check Clinic's full privacy policy is available at <https://spotcheck.clinic/privacy>

Personal information and contact details

Given name / first name(s): _____

Family name / surname: _____

Preferred name: _____

Date of birth: _____ Gender: M F Other / Prefer not to say

Address: _____

Suburb/town/city: _____

Email address: _____

May we contact you by email? Yes No Appointment reminders, communication with Spot Check Clinic staff, medical information/advice. *We don't use email for marketing.*

Mobile phone: _____
May we contact you by SMS? Yes No Appointment reminders, notification when test results are available. *We don't use SMS for marketing.*

Day time phone number: _____ (if you don't have a mobile phone) Home Other Work

Medicare no: _____ Expiry: _____

Pension / Health Care Card no: _____ Expiry: _____

Veterans Affairs no: _____ Expiry: _____

Emergency contact

Name: _____

Relationship: _____ Phone: _____

SPOT CHECK

CLINIC

History of skin cancer

Have you ever had a skin cancer, “pre-cancer”, mole or other spot/lump removed? Yes No

If you answered “yes”, please give details in the table below. *If you've had more than four skin cancers or other lesions removed, skip the table and answer the question beneath it.*

Diagnosis	When / where	Treatment	Notes / comments e.g. depth, grade, treatment for cosmetic purposes...
1	Year of diagnosis: _____ Location on body: _____		
2	Year of diagnosis: _____ Location on body: _____		
3	Year of diagnosis: _____ Location on body: _____		
4	Year of diagnosis: _____ Location on body: _____		

If you've had more than four skin cancers, pre-cancerous or other spots removed, how many times have you ever had:

Notes / comments:

Basal cell carcinoma

Squamous cell carcinoma / Bowen's disease

Melanoma

Dysplastic or atypical mole

Treatment for solar keratoses / “sun spots”

Other skin conditions

Have you ever had a skin condition diagnosed and/or treated by a doctor?

Eczema / dermatitis

Rosacea

Severe acne

Psoriasis

Overgrown or discoloured scars

Other:

Current prescription creams, ointments, etc

Have you ever developed a rash or allergy to any antiseptics or dressings?

Never

Yes - details below

Alcohol

Kaltostat

Aluminium chloride

Cetrimide

Steri-Strips

Micropore

Opsite, Tegaderm other adhesive films

Other:

SPOT CHECK CLINIC

How did you hear about Spot Check Clinic?

Optional question. You may tick as many boxes as you wish.

- | | |
|--|---|
| <input type="checkbox"/> Word of mouth / recommendation | <input type="checkbox"/> Google search result |
| <input type="checkbox"/> Referred by GP / other health provider | <input type="checkbox"/> Google advertisement |
| <input type="checkbox"/> Signage on the clinic | <input type="checkbox"/> Google Maps |
| <input type="checkbox"/> Used to see the doctor in another clinic | <input type="checkbox"/> Apple Maps |
| <input type="checkbox"/> Skin Cancer College "Locate a Doctor" service | <input type="checkbox"/> Other search engine |
| <input type="checkbox"/> Online consultation via FirstCheck or Molescope | <input type="checkbox"/> Facebook |
| <input type="checkbox"/> Appointment was arranged by someone else | <input type="checkbox"/> Twitter |
| <input type="checkbox"/> Can't remember / don't know | <input type="checkbox"/> Instagram |

Late arrival and no-show policy

Spot Check Clinic appreciates the value of your time, so we try to ensure that all appointments are on time.

If you arrive late, we will do our best to provide a full and thorough service. As a courtesy to the next patient, however, your appointment will still finish at the originally scheduled time. This means that you have less time for your skin check and treatments.

When you make an appointment at Spot Check Clinic, we reserve up to 60 minutes exclusively for you. If you cancel at late notice or simply don't attend your appointment, someone else may miss out on the opportunity to have a skin cancer diagnosed and treated, and our practice incurs an expense. To recoup this expense, we may charge a cancellation fee of up to half the fee for the service you booked:

- cancel an appointment giving less than 24 hours' notice
- don't attend a booked appointment without cancelling at least 24 hours earlier

We understand that sometimes late arrival or failure to attend may be beyond your control. In these circumstances we may waive the cancellation fee.

Signature

Thank you for your answers. This information will be used to assess your risk of having skin cancer now and in future and to develop a suitable plan for skin cancer screening and prevention. By submitting this form, you certify that you have answered all questions truthfully and correctly to the best of your knowledge, and you understand and accept Spot Check Clinic's policies.

Sign here: _____ Date: _____

Note: In Adobe Acrobat, use **Tools > Fill & Sign**.
Otherwise, type your full name here.

Save and submit the form

After saving, **please email this form to admin@spotcheck.clinic at least 24 hours before your appointment.** After you submit the form, please see our advice for preparing for your skin cancer check at <https://spotcheck.clinic/prepare>.