

Surgery Scheduling Policy

Scheduling a procedure requires a strong commitment from patient, physician and office staff. We understand that patients occasionally need to reschedule surgeries. Please understand that without adequate notice, these changes significantly affect your surgeon, office staff, surgical facility and other patients.

For cosmetic/elective surgery:

10% of the total surgery fee is required to schedule your procedure, of which \$275.00 is a non-refundable scheduling fee. If you cancel or reschedule within 4 weeks of the surgery date, the 10% scheduling fee will be retained. If the surgeon must cancel your procedure because you have not complied with preoperative instructions, the same policy will apply.

Our office will then proceed with the administrative aspects of coordinating and scheduling your procedure. ***The balance of the surgeon's fee must be paid no later than 14 days prior to the procedure.***

Please note that you may be required to obtain preoperative blood tests, EKG or clearance from your primary doctor. Fees for these are not included in your surgery fee quote.

Quoted fees will be for payments made by check or cash. If you choose to finance a procedure, an additional 5% fee will be incurred.

For medical/insurance surgery:

Cancelling or rescheduling surgery/procedure requires multiple phone calls, faxes and emails to the hospital or outpatient facility, insurance company, and patient. Cancellations will be subject to a \$275.00 fee.

All of my questions have been answered and I have been given a copy of this policy.

Print name: _____ Sign: _____ Date: _____