**Office Policies**

Effective January 1, 2011 patients who do not show for their scheduled appointment or who do not call at least **24 hours in advance** to cancel will be charged. After the missed appointment a charge of $80 will be billed to your account and if not paid will be subjected to the same consequence as any other non-paid bill. This charge is **not** billable to any insurance company. (This policy does *not* apply to patients who call to cancel their appointment at least 24 hours in advance of scheduled appointment.)

* An $80 fee applies to all cosmetic surgical consultations and will be collected upon arrival. (If you schedule surgery within 6 months of initial consultation this fee will be applied to your total.)
* Copays are to be paid upon arrival at the check-in window.
* Self pay patients are responsible for paying all incurred charges. The regular office visit fee is $80 and is to be paid **upon arrival**. Any additional procedure(s) incurred during your office visit will be paid for at the check-out window **on the day of your appointment**.
* A charge of $25 will be made for any returned checks.
* Restrooms and water fountains for patient use are located in the hallway next to the elevators.
* No food or drink is allowed in the waiting room.

 Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* By signing this document I acknowledge I have read, understand, and agree with the above policies.