



CANCELLATION AND MISSED APPOINTMENTS POLICY

If you are unable to keep an appointment, kindly, please give us 48 hours notice for appointment cancellation.

This courtesy will allow us to utilize the time for other patients. For Monday appointments the latest cancellation is Friday 12:00 PM (afternoon).

If you do not cancel before **48 hours** or do not keep your appointment, we will have to charge you for a missed appointment.

The minimal charge is **\$50**.

If we reserved extra time for you, such as for surgery, full skin exam, etc.) the charge is **\$75**.

If you have made an appointment for a cosmetic procedure (e.g. laser, facial, sclerotherapy, etc...), the broken appointment charge is **\$75-\$150** depending on the amount of time reserved for you.

You will be reminded about your appointment over the phone. If the receptionist leaves a message on your answering machine, **PLEASE CALL BACK** to confirm your appointment and to avoid the need for further phone calls.

A failure to confirm your appointment could result in the cancellation of the appointment.

Please, understand that this charge only partially covers our expenses associated with lost time. We are not able to make any exceptions to this policy.

I fully understand and agree with the above policy

Patient's Signature

Date

Patient's Name (print)

Date

Signature of Patient's Representative/ Relationship

Date

