



Office Policies

By signing this form, you acknowledge that you have read and understand our office policies. Please let us know if you have any questions.

Appointments: If you must miss a scheduled appointment, please notify our office by phone the day before the appointment. Messages are acceptable and can be left at all times including evenings and weekends.

We strive to adhere to our office schedule as much possible and also ask that you strive to be on time for your appointment. Unfortunately, delays do occur. If you are going to be late for your appointment, please notify us by phone. We will try to work with you as our schedule allows, but it may be necessary to reschedule your appointment.

As a courtesy to our patients, we attempt to do reminder calls for all appointments. However, we ask that you do not depend on us to remind you of your appointment. Please mark your calendar accordingly. We reserve the right to not reschedule an appointment after multiple no- shows.

Payment for insurance services: Due to recent government healthcare changes, there may be an increase in your deductible, copay, and/or patient percentages. All copays and deductibles are due at the time of your visit. If there is any remaining balance, you will be billed for that amount.

Payment for cosmetic consultations and tattoo removal consultations:

There is a \$40 fee for all cosmetic consultations. This is due at the time of your visit.

There is a \$25 fee for all tattoo removal consultations. This is due at the time of your visit.

**Please note that consultation fees are applied toward your surgery or laser services if you choose to schedule.

Authorization for Communication:

By providing any telephone number and/or email address via any oral or written method at any time or by contacting us or our contractors, assignees or agents, from any telephone number or email address, you certify that the phone number(s) and/or email address(s) or any other information you provide for the purpose of contacting you, that you are the owner, subscriber, responsible party and/or customary user and/or you have obtained authorization from the owner, subscriber, responsible party and/or customary user to provide authorization for communication in the manners listed below. You further

agree that at anytime you cease to be owner, subscriber, responsible party and/or customary user, or you no longer have permission of that individual or entity, you will immediately notify all parties which have contacted you under this authorization and specifically revoke the authorization. Further, you authorize us, our clients, agents, and/or contractors to use any or all information, including telephone numbers classified as wireless, cellular, VoIP, text, e-mail, and or other messaging services including those services which may use plan minutes or incur a per call or per minute charge. You agree that these calls may be made by us, our agents and/or contractors without any expectation of reimbursement to you of any expense associated with each call. This authorization is also expressly conveyed to any contractor, agent, third-party, assignee, purchaser, individual or others authorized by this facility and/or its providers to assist with the resolution or collection of any indebtedness. This authorization specifically includes contact or attempted contact via Automated Telephone Dialing Systems (ATDS) which may utilize automated dialing equipment, predictive dialing, unattended messaging, pre-recorded message or simulated voice, text messages, leaving of messages on answering machine/voice mail or similar devices or methods; and specifically includes leaving messages with individuals.

Authorization for Addition of Fees and Costs Associated with Collection:

In the event that your account is placed with a Third Party Collection Agency, a collection-fee in the amount of 33.33% of the then outstanding balance will be added to your account and shall become a part of the Total Amount Due. If your account is subsequently placed with an Attorney for legal action, whether suit is actually filed or not, attorney's fees will be added in the amount equal to 25% of the balance as of the date of placement with the attorney and shall become part of the Total Amount Due. Further, any account not paid within 30 days of the date-of-service, shall be subject to an account charge of 18% per annum (1.5% per month), or the maximum allowed by state law, this amount may be added to and become part of the Total Amount Due. Failure to add one or more of the above charges immediately, does not preclude us from adding any or all of the amounts to your Total Amount Due at any time in the collection process. Your account will not be considered "paid in full" until the Total Amount Due, including any of all of the above amounts, if applicable, are paid in full and funds have been released by your financial institution.

Patient Signature

Date

Policy Effective 9/2015