



Office Policies

NO SHOW POLICY

In fairness to other patients, we require at least a 24 hour notice prior to cancelling an appointment. Should you miss an appointment without giving our office a 24 hour notice, **you may be subject to a no-show fee of \$ 50.00.**

LATE ARRIVALS

As courtesy to our patients, we make every effort to see everyone on time. In the event that you arrive late for your scheduled appointment time, we will make every attempt to see you in a timely manner. However, please understand that patients with scheduled appointments will be seen first. If you cannot wait and would like to reschedule, our patient relations coordinator will be happy to assist you.

*If you are more than **15 minutes late**, it may be necessary to reschedule your appointment*

COSMETIC VS MEDICAL NECESSITY

Your medical insurance DOES cover the discussion of and treatment of medically necessary conditions. If you are not sure about a skin issue/lesion- please DO ask about it.

Requests are frequently made to remove lesions that are NOT medically necessary or to discuss "cosmetic" issues. In these cases, after we have concluded the regular office visit, the medical assistant will provide you with a fee schedule for any non-covered issues. If you desire to treat any non-covered issues, we will try our best to complete the service same day. There will be some cases in which a separate or follow up appointment made be scheduled to complete the desired service.

I, the undersigned, understand the office procedures and policies as noted above. I have had a chance to have all my questions answered in my satisfaction and agree to abide by the policies listed above.

Patient Name (Print)

Date

Signature: _____
