



## PAYMENT POLICIES FOR COSMETIC, ELECTIVE & CASH PAY PROCEDURES

All consultations and follow-up appointments related to cosmetic and elective procedures are free of charge. However, because of the time invested by the practice throughout the process, and to protect the practice, the policies listed below have been implemented regarding payment for cosmetic, elective and cash pay procedures.

As of May 2008, there is a cash discount for anyone paying by cash or check due to increasing charges incurred as administrative processing fees from credit card and financing companies.

### I. PAYMENT BY CREDIT CARD, CHECK OR CASH

1. A non-refundable deposit in the amount of 20% of the total surgery fee is due within 48 hours of the surgery date being scheduled.
2. Full payment is due at the pre-operative appointment, which will be one week / seven days prior to the surgery date at the latest.

### II. PAYMENT BY FINANCE PLAN

1. If a surgery finance plan is chosen as method of payment, 5% is due within 48 hours of the surgery date being scheduled. Documentation verifying approved financing must also be provided to the office at this time.
2. If surgery, for whatever reason, is canceled within one week of the surgery date, the canceling patient is held responsible for 20% of the total surgery price. That balance of the 20% minus the 5% deposit will be billed to the canceling patient.

### III. GENERAL POLICIES (APPLYING TO ALL PAYMENT OPTIONS)

1. If, for any reason, the surgery does not take place as scheduled, the staff will work with the patient within a week of the cancellation to set another surgery date.
2. If the surgery is not rescheduled, 75% of the Winds of Change fee may be refunded at 90 days. The remainder is non-refundable to cover some of the above-mentioned costs.
3. Any forfeited balance will be held by the practice as a balance that can be used by the patient toward any service, including surgery, offered by the practice.

I, the undersigned, have read and understand these policies.

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signature

\_\_\_\_\_  
date