

SURGERY CANCELLATION POLICY

Please take time to read the following information regarding our surgery scheduling and rescheduling policy.

We realize that a situation may arise that could force you to postpone your surgery. Please understand that such changes affect not only Dr. Freed and our staff, but other patients as well. Before scheduling a surgery, please review carefully, then sign and date this form to show that you have read and understand this policy.

SCHEDULING AN IN-OFFICE PROCEDURE

In order to schedule your office procedure/surgery with Dr. Freed we require that you pay 10% (or \$500.00, whichever is greater) of your surgery/procedure fee. The remaining balance will be due in full **two weeks prior** to your procedure. Because of processing fees that are incurred when scheduling and coordinating an office procedure, \$500 of your payment will be non-refundable if you do not arrive at your scheduled appointment.

SCHEDULING SURGERY

To schedule your surgery with Dr. Freed you will be asked to pay 10% of your surgery/procedure fee (or \$500.00, whichever is greater). This will secure the surgery date you have chosen. Because there are processing fees that are incurred when scheduling a surgery, \$500 of this 10% deposit will be non-refundable if a surgery is cancelled *and not re-booked* fourteen days or more prior to your scheduled surgery date. Surgeries that are rescheduled will incur a \$100 charge as follows:

RESCHEDULING SURGERY

It is important that when you schedule your surgery with Dr. Freed you have thoroughly checked out your personal calendar to make sure that your scheduled surgery date is ideal for you. ***There is a \$100 charge for each time a surgery is rescheduled. This fee will not be applied towards your surgery and will be added as a charge to your surgical quote.*** This fee helps cover the administrative and staffing costs that it takes to reschedule your surgery and corresponding appointments along with any supplies, products, and staff personnel that have been specifically booked or ordered for your original surgery date.

CANCELLING SURGERY

If surgery is cancelled and not rescheduled 14 business days or more prior to your surgery, your 10% surgery deposit will be refunded however, the \$500 non-refundable fee will not. If your deposit was paid by credit card the refund will be applied back to the same account, however you will be charged a 5% credit card processing fee.

If surgery is cancelled OR rescheduled within 2-14 business days prior to surgery then you will be charged 50% of your surgery fee along with the \$500 non-refundable fee that was paid at the time of scheduling your surgery.

If surgery is cancelled OR rescheduled in less than 48 hours you will be charged the full amount of your surgery cost.

I have read, understood, and accept the above policies.

Patient: _____ Date: _____

Witness: _____ Date: _____