



APPOINTMENT CANCELLATION / RESCHEDULING POLICY

Dear Patient,

We strive to provide excellent MediSpa/Cosmetic surgery care to you. In order to do so effectively and efficiently, we have developed an appointment system that asides time for a patient.

“No Show, “and late cancellations inconvenience those individuals who needs access to medical treatment care in timely manner. In an effort to reduce the number of such occurrences, we have implemented an appointment cancellation policy and it is effective immediately.

Our Policy is as follows:

1. For Surgery Appointment

Although we all understand that thigs may come up, we do require at least 2 weeks’ notice for any reschedule. Please refer to “Appointment Scheduling Requirements Agreement Form” for more details. You will receive this document at the consultation.

2. For Procedure Appointment

In order to make a procedure appointment, a deposit (\$50/30mins) is required. The deposit is **non-refundable regardless of any reason.** We request you give our office 48 hours’ notice in the event you need to reschedule your appointment.

3. Purchased Package Policy

If you have any purchased package, any cancellation or reschedule made within 48 hours will result in forfeiting 1 session of treatment.

4. Late Policy

If you are late for an appointment, you will be seen as soon as possible, though the appointment may need to be shortened in length or may need to be rescheduled.

Thank you very kindly for your understanding and cooperation.

By my signature, I acknowledge that I have read, understand, and agree to the policies listed above.

Print Name: _____

Signature: _____

Date: _____