

## **CANCELLATION & RESCHEDULING POLICY**

**Dr. Cat and her office take a big pride in providing unparalleled medical care and quality service for all patients every step of the way. To make sure that is accomplished, the following cancellation and rescheduling policy for both non-surgical and surgical procedures is necessary and is strictly enforced. Any changes to this policy must be approved and done in writing by Dr. Cat's office.**

### **Non-surgical procedures:**

Payment for certain non-surgical procedures (i.e. ThermiVA), \$500 deposit (Botox, Filler) will be collected at the time of scheduling your appointment to secure your appointed time for your procedure.

- Cancellations/Rescheduling 4 weeks prior to your procedure(s) will result in a charge to your account of 100% of the procedure or \$500 deposit (Botox/Filler).

### **Surgical procedures:**

Surgical scheduling requires careful planning and coordination between our office, the Surgery Center and their operating room staff, as well as the anesthesiologist. In addition, special medical instrumentation is prepared and sterilized for each individual procedure. Additionally, Dr. Cat's surgical schedule is planned for months in order for her to be able to provide exceptional medical care and quality service that her patients expect from her. For this reason, the following cancellation & rescheduling policy is strictly enforced:

- The surgery deposit of **\$2500 is non-refundable and collected at the time of surgical day reservation.**
- Cancellation/Rescheduling at any time will result in a **loss of that \$2500 deposit.** Rescheduling will require an additional **\$2500** to reserve a new surgical date. Each time a surgery is cancelled or rescheduled, this will result in a **charge of \$2500** which is NOT applied towards the total surgical fee. Only one \$2500 deposit is applied towards the surgical fee.
- Cancellation/Rescheduling 4 weeks prior to your procedure date will result in a 50% loss of the surgical fee plus \$2,500 surgery deposit.
- Cancellation/Rescheduling 2 weeks prior to your procedure date will result in a 100% loss of the surgical fee plus \$2,500 surgery deposit.

Payment for the surgical fee must be received in full 4 weeks prior to your surgery date or your surgery may be cancelled and you will lose the **\$2500** deposit and your surgical date. Acceptable forms of payment are by credit card, CareCredit, or cash. If you use a credit card for the payment and a refund becomes necessary, the processing fee charged by our credit card processing company (3%) will be deducted from the refund. **PLEASE note: the surgery deposit of \$2500 is non-refundable at all the times. If you cancel or reschedule your surgical procedure you will lose the deposit for each surgery date.**

**DR. CAT** MD, FACS  
Board Certified Plastic Surgeon

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**Thank you for your cooperation and understanding in this matter. The Office of Dr. Catherine Begovic I have read, understand and accept the above policies.**

**Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Witness:** \_\_\_\_\_ **Date:** \_\_\_\_\_