



MADISON SKIN & LASER CENTER

CANCELLATION AND LATE ARRIVAL POLICIES

Effective September 2017

Dear patients, friends and colleagues - To allow enough time to contact our waitlist, we are returning to our original cosmetic appointment cancellation policy of 1 week (5 business days). Thank you for your understanding!

COSMETIC APPOINTMENTS

We require **five business days' (1 week)** notice to reschedule or cancel a cosmetic appointment. For late appointment changes or failure to keep a cosmetic appointment, we reserve the right to **charge in full** for the amount of the scheduled procedure.

Botox - Fillers - Kybella - Sclerotherapy - Laser Treatments – CoolSculpting

MDA/Peels/Facials - Cosmetic Mole Removal - Cosmetic Consultations

MEDICAL APPOINTMENTS

We require **three business days' notice** to reschedule or cancel medical appointments. We **may charge a \$50 fee** for medical appointments that are canceled or rescheduled with less than three business days' notice.

LATE ARRIVALS / "NO SHOWS"

When a patient is more than 10 minutes late, we reserve the right to shorten or reschedule their appointment as to avoid inconveniencing other patients.

We may charge a \$50 fee for no shows. If a patient has three instances of late cancellations and/or failure to keep appointments, they will be referred to another clinic for their dermatology care.

SCHEDULE DELAYS

Our goal is to maintain a punctual schedule. Thank you for understanding that urgent medical conditions may occur, which create unavoidable delays in the schedule.

Patient or Parent/Guardian Signature

Date

Printed Name of Patient

Printed Name of Parent/Guardian