



Dermatology and Cosmetic Surgery
1600 Rosecrans Avenue, Bldg 4B
Manhattan Beach, Ca. 90266
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310-727-3376

CANCELLATION AND NO SHOW POLICY

We understand that situations arise in which you must cancel your appointment. It is therefore requested that if you must cancel your appointment you provide more than 24 hour notice. This will allow for another patient who is waiting for an appointment to be scheduled in that appointment slot. With cancellations made less than 24 hours notice, we are unable to offer that slot to other patients. Office appointments which are cancelled with less than 24 hours notification (2 business days) are subject to a \$50.00 cancellation fee. Procedure cancellations require 48 hours (3 business days) advance notice, without notification are subject to a \$150.00 cancellation fee. Any appointments scheduled for over one hour will require an upfront deposit.

Patients who do not show up for their appointment without a call to cancel an office appointment or procedure appointment will be considered as NO SHOW. Patients who No-Show two (2) or more times in a 12 month period, may be dismissed from the practice thus they will be denied any future appointments. Patients are subject to a \$50.00 fee for office appointment NO Show and \$150.00 procedure no show fee. The Cancellation and No Show fees are the sole responsibility of the patient and must be paid in full before the patient's next appointment can be scheduled.

We understand the special unavoidable circumstances may cause you to cancel within 24 hours. Fees in this instance may be waived but only with management approval. Our practice firmly believes that good physician/patient relationship is based upon understanding and good communication. Questions about cancellation and no show fees should be directed to our front office staff (310) 727-3376.

Please sign that you have read, understand and agree to this Cancellation and No Show Policy.

Patients Name:

DATE:

Signature:

Witness: