

## **IN OFFICE PROCEDURE POLICY**

I understand my scheduling fee is completely refundable minus a \$500 scheduling fee if our office is **notified at least 2 weeks before the procedure date**. An in-office procedure fee of 20% down is required to book any procedure. Remaining balance will be due at patient pre-op appointment before your procedure. **Less than 2 weeks' notice of a cancellation will result in you forfeiting your procedure fee.**

(EXAMPLES OF IN OFFICE PROCEDURES: Morpheus8, Facetite, Mole Removals, Erbium, CO2 Laser, Lip Lift, Earlobe Repair, etc.)

**Patient Initials:** \_\_\_\_\_

For all Sculptra appointments a **50% procedure fee** is required at the time of booking. If you need to make any changes to your appointment date/time, **7 days' notice is required** due to having to mix the product a week before the scheduled appointment. Failure to let our office know of any changes with less than a week's notice will result in forfeiting your 50% procedure fee.

**Patient Initials:** \_\_\_\_\_

Packages bought through our office are good for **1 calendar** year from the date of purchase. **Packages are non-refundable after 12 months if unused.** Packages are **non-transferable to another patient's account and may not be used for other services unless approved by Dr. Pennington.** A patient scheduling fee of 20% is still required to book package services. The 20% fee will be forfeited in the case of patient no shows or cancellation with less than 24 hours' notice.

(EXAMPLES OF PACKAGES: PRP treatments, Laser Packages, Chemical Peels, Dermalinfusion Packages, IPL Packages, CoolSculpting, Body Devices, or Any Event Specials.)

**Patient Initials:** \_\_\_\_\_

**Printed Name of Patient:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Patient:** \_\_\_\_\_

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