

Office Policies

To help ensure the highest quality of service and care to our patients we have several office policies that we would like you to review prior to making your appointment. If you have any questions or concerns please feel free to address them with our staff either prior to your office visit or while you are in the office for your appointment.

Arrival Times

If you are a new patient, we ask that you arrive 30 minutes prior to your scheduled appointment time so that paperwork can be completed and we can get you checked in on time or complete the new patient paperwork prior to your arrival.

“No Show” & Late Arrival Policy

Please provide us with a 24-hour advance notice for any cancellation. If you miss your appointment without providing notice, or if you arrive more than 15 minutes late, a \$40 “no show” fee may be charged. We understand that sometimes you may be delayed; however, please note that **late arrivals will require rescheduling**. No show and or late cosmetic appointments will be charged \$100. If you are signed up on our patient portal, you may cancel appointments through the portal.

What You Should Bring to Your Appointment

Please bring a photo ID and insurance card to your appointment. You will also need the social security number of the insured guarantor so that we can file the insurance claim. Failure to provide insurance verification will require payment for the full cost of the appointment and any procedures performed at the time of service.

Insurance & Payment

We accept most major insurance carriers; however, please contact your insurance company prior to scheduling your appointment to verify the specifics of your coverage. Also, it is important to ask your insurance carrier if any referral, pre-authorization, or pre-certification is necessary before you schedule your appointment with us.