



RALEIGH PLASTIC SURGERY CENTER, INC.  
COSMETIC PATIENT AND SELF-PAY PATIENT FINANCIAL POLICY

Please review the following Financial Policy, sign, date and give to the receptionist for placement in your chart. We hope the following will answer any questions you may have about our financial policies.

1. We accept VISA, Master Card, Discover, American Express, cash, money orders, and checks.
2. A deposit of \$500 is required to schedule a cosmetic surgery.
3. The \$500 cosmetic surgery scheduling deposit is refundable only in the event that you cancel your surgery at three weeks (21 days) prior to your surgery date.
4. If you cancel your surgery with less than three weeks (21 days) notice in advance of the date of your surgery, your deposit becomes non-refundable, and you will forfeit such deposit to Raleigh Plastic Surgery Center.
5. If you need to reschedule the date of your surgery for unforeseen reasons without 21 days advance notice, your \$500 deposit remains non-refundable and can only be applied to a new surgery date.
6. If you cancel your surgery with less than three (3) business days of notice in advance of the date of your surgery, you will forfeit 50% of the total surgery cost to Raleigh Plastic Surgery Center.
7. Please be advised that payment for cosmetic surgery is due in full three weeks (21 days) prior to your surgery date.
8. If payment for your cosmetic surgery is paid with less than 21 days in advance of your surgery date, payment must be in the form of cash, credit card, money order or certified check. Personal checks will not be accepted less than 21 days in advance of your surgery date.
9. Refunds are issued by check bi-weekly. There are no cash refunds.
10. A \$35.00 service charge will be applied to your account for all returned checks or any stopped payment on an issued check.
11. There is a \$20 fee for completion of FMLA, disability, work release and related forms.
12. Payment of services rendered to any dependent children rests with the parent who seeks treatment.
13. Payment of self-pay surgeries is required to be paid in full prior to your surgery.
14. **MISSED APPOINTMENTS/CANCELLATIONS** - Our policy is to charge for missed appointments or appointments cancelled with less than 24 hours notice at a rate of \$35.00.
15. **MISSED SURGERIES/CANCELLATIONS** - Our policy is to charge \$100.00 for any missed self-pay surgery which is cancelled with less than 24 hours notice.

### AUTHORIZATION

I have read, understood, and agree to the financial policy stated above and I accept responsibility for payment of all fees/charges incurred with Raleigh Plastic Surgery Center, Inc.

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Signature

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Date