

## **Cosmetic Treatment & Product Policies**

Thank you for choosing us as your cosmetic and aesthetic provider. Because we are a part of Central Dermatology Center, PA, we are committed to your treatment being successful. Please understand that payment of your bill is considered a part of your treatment. The following is a statement of our Cosmetic Treatment & Product policies that we require you to read and sign prior to any treatment.

### **Notice of Cosmetic Service (A Medically Unnecessary Service) and Payment Policy**

Your signature on the bottom of this form signifies that you understand that the services or consultation you are receiving (or will receive) are cosmetic services and will not be filed with any insurance plan. Your decision to have this service rendered and your signature indicates an understanding that the procedure is performed strictly for cosmetic purposes, is not medically necessary, and therefore, will not be submitted to your insurance plan/managed care plan for payment. You will not receive a coded receipt for the service(s) you were rendered since these services will not be submitted to your insurance carrier. Your check or credit card slip is your receipt. If cash is paid, a cash receipt will be provided.

This consultation and/or service is strictly for cosmetic purposes and in no way should be construed as replacing a dermatological skin exam by a Physician. If you wish to be seen by a Physician at Central Dermatology Center for the diagnosis and treatment of any skin problem and/or skin lesions, our staff will be glad to assist you in scheduling an appointment at one of their regularly scheduled appointment times.

You will be responsible for payment in full at the conclusion of the visit and fully accept the fact that the charges incurred are out-of-pocket expenses and you agree that you will not bill the expenses to your health care plan.

### **Late Appointment Arrivals**

If you arrive more than 10 minutes after your scheduled appointment time, you may be asked to reschedule.

### **The Skin Care and Laser Center Appointment Hold Fee and Cancellation Policy**

We require a \$50 credit on your account to hold any scheduled appointments. In the instance of a no show or last-minute cancellation, this may be used towards your missed appointment fee due to the limited number of appointments we have available. Cancellations will be accepted with a 24-hour notice.

Unless cancelled at least 24 hours in advance, missed chemical peel, facial, microdermabrasion, waxing, and consultation appointments will be charged a no-show rate of \$50.00 (and all other missed appointments including neurotoxins, filler, and laser appointments will be charged a no-show rate of \$150.00) for the second no-show, and any no-show after.

### **Minor Patients**

The adult accompanying a minor and the parents (or guardian) of the minor are responsible for full payment. For unaccompanied minors, non-emergency treatment will be denied unless charges have been pre-authorized with a credit card, check, or cash payment at the time of service.

## **Department of Health and Human Services Privacy Rule under HIPAA (Health Insurance Portability and Accountability Act) Compliance Program**

We respect, secure, and protect the privacy of our patients' medical records. When appropriate and necessary, we provide only the minimum to those you allow access to your health care information and treatment. We support your full access to your personal medical records. Under this law, we have the right to refuse treatment should you choose not to disclose your personal health information. For any questions, please speak to our HIPAA Compliance Officer.

### **Package Purchases**

Unless otherwise stated at time of purchase, treatment packages and pre-purchased treatments of any kind are valid for 1 year from the purchase date. After that time, your treatments are considered expired as well as any payments associated with those treatments. No refunds will be processed for expired, partially used, or fully used packages. Unused packages are eligible for a full refund for 6 months from the purchase date. It is your responsibility to keep track of any packages associated with your account and to act on them prior to the expiration date. No exceptions.

### **Skin Products and Return Policy**

We sell many different physician-grade skin care products in our office for a profit. We may recommend a certain product for a condition you may have. The products are recommended to you, but are not required, and you may be able to find a comparable product elsewhere. We are happy to discuss alternatives to our products with you. Our policy allows you 14 days from the purchase date to exchange a product you may be dissatisfied with. Please note that most skin care product companies will only accept a return or refund on a product if you have had a reaction to the product and complete an "adverse reaction form". Please keep your receipt. Please note that prescription items and special order items cannot be exchanged or returned for any reason.

### **Gratuities**

If you would like to thank your skin care provider, please have cash or personal checks on hand. We apologize for the inconvenience but Central Dermatology Center, PA and their Skin Care and Laser Center do not accept gratuities on credit cards.

### **Gift Certificates**

Skin Care and Laser Center gift certificates are available for any dollar determination. Certificates are nonrefundable and valid for 5 years from the date of purchase, unless otherwise specified. Gift certificates can be redeemed towards services or merchandise. Please remember to place our gift certificate in a safe keeping place. Central Dermatology Center, PA and their Skin Care and Laser Center are not responsible for lost, stolen, damaged, or misplaced certificates.

I have read the above Cosmetic Treatment & Product Policies. I understand and agree to the above Cosmetic Treatment & Product Policies.

Patient Signature     Your provider will provide you with an electronic signature pad to sign