

Elective Cosmetic Services Financial Policy

The Elective Cosmetic Services Financial Policy describes how we will work with you to help you to understand and meet your financial obligations for payment.

Elective Cosmetic Services: Elective cosmetic services are not a benefit that is paid by health insurance plans. We expect full payment on or before the day of your scheduled surgery. If you decide to submit the charges to your insurance plan, you may do so on your own with a receipt we will provide for you upon the completion of the procedure. We take no responsibility in this process.

Payment Due Dates:

Payment in full is due before your procedure. Please note the due dates for each type of payment.

Service Fees:

- For certain procedures, the medication must be prepared 24 hours ahead of your appointment time and is prepared specifically for your service and thus we require pre-payment of \$750.
- For all other cosmetic services, we require a pre-payment of 50% of the estimated charges.
- The pre-payment is due at the time you schedule your service.
- The remaining balance will be due at the time of service.
- If payment is not received within this timeframe, your appointment will be cancelled.

Payment Methods:

For your convenience we accept cashier's checks, certified checks, most major credit cards and Care Credit financing. (The Care Credit application, credit approval, and approved credit limit must be completed and obtained *before* procedure payment is due. Please ask for an application if you are interested in this option.)

- **To Pay in Person:** Payment in all forms may be made on site.
- **To Pay by Phone:** Please call the office at the phone number above to make a credit card payment.

Cancellation:

- If you cancel more than two business days in advance, your pre-payment will be refunded or can be applied to a future service.
- If you cancel less than two business days (*within 48 hours*) in advance of your scheduled procedure, your fee will not be refunded and may not be applied to future services.
- DuPage Medical Group reserves the right to not reschedule your procedure if cancelled within 48 hours.
- If you financed your cosmetic procedure through Care Credit and you cancel the procedure the processing fees of the loan may not be refunded.
- Cancellations received through MyChart or email will be processed when they are received in the office and are subject to the two business day cancellation terms.

I have received a copy of this financial policy and I understand and agree with this financial policy.

Patient Signature

Date

Witness

Date