

The Polacek Center for Plastic Surgery

Lori G. Polacek, M.D./Beth Walker, Medical Aesthetician

CANCELLATION POLICY/NO SHOW POLICY

We schedule time with Dr. Polacek and our providers very carefully in order to provide enough time and attention for each patients' questions and concerns. Many times we are scheduling weeks out and patients are disappointed when we cannot accommodate their requests for dates and times. Our Solution Reach service will text message or email you to remind you of your appointment time and date. Please confirm your appointment with us via text or email to minimize the amount of reminders that you receive. We require a 48 hour cancellation notice for all appointments. If your appointment is on a Monday, please contact us by 5 pm on Thursday so that we can call patients on Friday to provide service to our wait list patients. There is a penalty for "NO SHOW"/missed appointments of \$100 for Dr. Polacek and \$50 for all other providers.

We thank you for understanding our policy as we strive to give the very best care to all of our patients.

Sincerely,

Lori G. Polacek and Staff

I understand the "NO SHOW"/missed cancellation policy for the Polacek Center for Plastic Surgery and agree to be charged for missed appointments or "no Show" appointments as listed above. (\$100 for Dr. Polacek/\$50 for all other providers). I am aware that I will cancel at least 48 hours in advance for all appointments. If my appointment is on a Monday, I will call by Thursday at 5pm so that the team may utilize their wait list to move a patient to that appointment.

Patient

Signature _____

Patient Name _____