

**MORGAN**  
COSMETIC SURGERY

**Surgical Re-scheduling and Cancellation Fees Explained (1/2)**

**Surgery Rescheduling: When a booked major surgical date is changed.**

- No charge for 1<sup>st</sup> date change 5 business days or more before surgery.
- Rescheduling fee: \$150 between 2-5 business days before surgery or a second date change.
- Late Rescheduling\* fee: \$500 for rescheduling 1 business day or less before surgery.  
\*Only one late rescheduling of surgery is allowed. A second is considered a cancellation.
- Late Rescheduling of major office surgery: \$50 for rescheduling 1 business day or less before surgery.
- When surgery is rescheduled, there is no refund. Fees are applied to the new date of surgery.

**Surgery Cancellations and Fee Refunds: (Including hospital, surgery center, and major office surgery)**

- A booking deposit of 1/3 of Dr. Morgan's fees, is paid before surgery is booked. This is not refundable and covers preoperative professional and administrative costs.
- Surgery done at our office is paid in full no later than 2 business days in advance. If full payment is not received then, the surgery is cancelled. There is no refund on the deposit.
- Remaining surgery fees are paid in full 10 business days or more before day of surgery.
- If full payment is not received within 10 business days of surgery, surgery is considered to be cancelled.
- If payment is made in full but cancelled less than 10 business days before surgery, cancellation fees apply.
- Refunds are made by check. Checks are mailed 1-10 business days after cancellation.
- Refunds are issued after deduction of cancellation fees, Care Credit and banking, and credit card service fees, the cost of pre-ordered non-returnable items and all other practice costs paid.
- Patients agree to not seek credit card refunds of Dr. Morgan's fees until the 15<sup>th</sup> business day after cancellation, to allow refund checks to arrive.

**Refund of Surgery Center Fees:**

- Hospital and surgery center cancellation policies, if any, apply to refunds of their fees.

"I understand and agree to the above policies."

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_



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**MORGAN**  
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**Surgical Re-scheduling and Cancellation Fees Explained (2/2)**

**When Cancellation Fees Apply:**

- Cancellation fees are incurred when surgery is paid in full and surgery is cancelled less than 10 business days before surgery with no date to reschedule the surgery.
- Cancellation fees are in addition to the non-refundable surgical booking deposit (see above).
- Cancellation fees increase as the surgical date gets closer.
- Cancellation date is the business date that cancellation notice is received in writing.
- Cancellation after business hours is deemed to be received on the practice's next business day.

**Cancellation Fees:**

- These cover the administrative cost of late cancellation of major surgery.
- Cancellation fee 10 business days or more before surgery is \$0. Booking deposit is not refunded.
- Cancellation 3 - 9 business days before surgery: \$250 in addition to the non-refundable booking deposit.
- Cancellation 2 business days before surgery: \$500 in addition to the non-refundable booking deposit.
- Cancellation 1 business day before surgery: \$750 in addition to the non-refundable booking deposit.
- Above fees apply to major office surgery booked and paid in full.
- Cancellation on the day of surgery, by not showing up for surgery or arriving, but deciding not to proceed with surgery: 15% of the surgical fee is refunded

**Liquidated Damages Clause:**

"I understand that rescheduling and cancellation fees are paid to Dr. Morgan as full and complete liquidated damages, and not as penalty, the parties acknowledging (a) the difficulty or impossibility of accurately estimating Dr. Morgan's damages in such an event, and (b) the amount of such fees are reasonable pre-estimates of the probable losses to Dr. Morgan as a result of my rescheduling or cancellation. I understand and agree to the above policies."

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_



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