



DERMATOLOGY • DERMATOPATHOLOGY • MOHS SURGERY • PLASTIC SURGERY • AESTHETICS

48 Hour Appointment Cancellation Policy

If you are unable to keep your scheduled appointment, please contact our office at least 48 hours in advance. If you do miss, cancel, or reschedule an appointment with less than 48 hours' notice, our cancellation policy is as follows:

Medically Necessary Appointments:

- **1st Instance:** If it is your first appointment with us, we will not reschedule you for 1 year. If it is not your first appointment with us, we will charge a \$50 fee if your insurance allows it.
- **2nd Instance:** If it is your first appointment with us, we will not reschedule you for 3 years. If it is not your first appointment with us, the second instance will result in dismissal from our practice. You will have to wait 3 years to reschedule.

Aesthetic/Cosmetic Appointments (including VISIA/Skin Care Consultations):

- **1st Instance:** We will not reschedule you within 6 months of the missed, cancelled or rescheduled appointment within 48 hours of your scheduled appointment time and we will collect a \$100 deposit for the next appointment scheduled
- **2nd Instance:** The second instance will result in dismissal from our practice. You will have to wait 3 years to reschedule.

Due to the high cost of allergens, patch appointments that are not cancelled with proper notice will always be charged \$250. Surgery and aesthetic appointments are also charged a fee of \$250.

Severe weather is excluded from the cancellation policy.

By signing below, you acknowledge that you have read and understand the Cancellation Policy for Vanguard Skin Specialists as described above.

Patient Name

Date of Birth

Signature

Date