

YOASH R. ENZER, MD, FACS

Enzer & Associates, PC

Ophthalmic Plastic and Reconstructive Surgery

Orbital and Lacrimal Surgery

Cosmetic Surgery

Southside Medical Center

120 Dudley Street, Suite #104

Providence, RI 02905

401-274-4464

APPOINTMENT POLICY

EFFECTIVE OCTOBER 1, 2006, our appointment policy for all patients will change. Unlike many doctor offices, we do not overbook our patients. We work very hard to arrange our schedule such that our patients do not wait unreasonable periods of time. These reserved time slots are booked especially for you, our valued patients. As a courtesy, we make every effort to give our patients a reminder call several days in advance. Unfortunately, there have been too many instances where the doctor or his staff waits for patients who do not adhere to our current 24-hour cancellation policy, simply not showing up. The lack of a courtesy call is also unjust to our many patients who have to wait weeks or months for an appointment. Additionally, leaving a message with our answering service the night before a scheduled appointment *does not* constitute a 24-hour notice. Therefore, we feel an improvement is necessary.

The following fees will be charged for all missed appointments, not cancelled 24-hours prior to your scheduled time with either Dr. Enzer, our nurse, or our estheticians:

Dr. Enzer: 15 minute appointment = \$ 50.00
 30 minute appointment = \$100.00
 45 minute appointment = \$150.00

Registered Nurse: 30 minute appointment = \$ 50.00

Estheticians: One half of treatment cost

You may either put this charge on a credit card, or should you wished to be billed, there will be an additional \$25.00 fee from our billing company. This must be paid in full before booking another appointment.

As always, we strive to provide the best care to our patients, and thank you for your understanding in this matter.

Patient's Name (Printed)

Date of Signature

Patient's Signature