



**APPOINTMENT POLICY – SURGERY SCHEDULING**

Please be advised that when a surgery is scheduled for you that includes intravenous anesthesia (IV), we are reserving a time slot specifically for you, as well as for a Nurse Anesthetist. We must remit payment to the Nurse Anesthetist regardless of changes you may need to make to your surgery schedule. If you are not able to keep your originally scheduled appointment, you may be charged a \$250 change fee to cover this expense. Please note, failure to keep original appointment could result in a longer wait for a new surgery date. We are happy to reschedule, if necessary, but we require a minimum of 48-hours’ notice.

If the patient is a minor, I understand that a legal guardian must be present at the new patient appointment and all treatment appointments. Any person bringing the patient to an appointment must be added to the patient's HIPAA form by the legal guardian prior to the appointment.

\_\_\_\_\_  
Signature of Patient/Parent/Guardian

\_\_\_\_\_  
Date