



SURGICAL RESCHEDULING AND CANCELLATION POLICY:

Please carefully consider your surgical date before scheduling.

Your surgery requires the coordination of insurance authorizations, several providers, including the surgeon, anesthesiologist, facility and possibly a pathologist. Rescheduling procedures requires significant time and expense, particularly if the operating room goes unused because of a late cancellation.

We require a deposit of \$200.00 to schedule the surgery 30 days before the surgery date.

If you choose to change your surgery date, you must do so, 14 days prior to surgery, by _____ and it will be changed at the consent of Dr. Boole

Except under extenuating circumstances, if a surgery is cancelled a second time, **it will not be rescheduled and the deposit will be forfeited.**

This deposit is in addition to any fees you may owe for coinsurance and deductibles. Once the surgery is performed and the claim is processed by your insurance company, the deposit will be returned or applied to your patient responsibility.

If you cancel the procedure a second time, the \$200 fee is forfeited to cover administrative costs. It is not applicable to any other balances on your account.

PREOPERATIVE DEPOSIT: We know you consider many factors in scheduling the timing of your surgery, including the expenses you will incur with the procedure. Thus, we want you to be aware of our preoperative policy regarding your benefits.

Approximately two weeks before surgery, we will verify your insurance benefits and will call you to specify the amount of the pre-surgical deposit. If you have a policy with a deductible and/or coinsurance, the preoperative deposit is due seven (7) days before surgery. Note: We do not accept credit card payments made by phone. This deposit is required to proceed with surgery. The surgery will be cancelled if the fee is not received in our office 7 days before surgery. This deposit is our best estimate of what you will owe for your surgery and is never a guarantee of your full payment to Dr. Boole. Upon final processing of the surgical claim, your insurance company will send you an Explanation of Benefits. If anything further is owed, you will receive a statement from us. If a refund is due to you, we will promptly send you a check. We accept Visa, MasterCard, Discover and American Express. Your initial deposit will be refunded the day of your surgery.

Patient _____ Date: _____ Staff: _____ Date: _____