

ATTENTION PATIENTS:

Effective May 1st, 2024:

In order to maintain a superior standard of care and allow for necessary scheduling changes, Beverly Hills Skin Care Institute requires that alterations to appointments be made at least 24 hours prior to the established appointment time. While we understand that unexpected circumstances may arise that interfere with your ability to attend an appointment at our office, it is our office policy that, following a first missed appointment:

A \$50.00 no show/late cancel fee will be charged for each subsequent missed OFFICE appointment or short-notice cancellation.

A \$75.00 no show/late cancel fee will be charged for each subsequent missed COSMETIC appointment or short-notice cancellation.

You have 90 days from the date of this letter to pay the fee or set up a payment plan. Failure to do so will result in a **\$45 late fee**. Charges that are over 120 days past due will result in a **\$75 late fee** and **your account will be sent to collections.**

We appreciate your understanding and hope to maintain high standards of patient care.

Beverly Hills Skin Care Institute