

Dermatology Associates of the South Bay (DASB)

Amber A. Kyle, M.D. & Associates

TERMS & POLICIES - COSMETIC SERVICES

We thank you for choosing us as your Medical & Cosmetic Dermatology provider. We consider it a privilege to serve your needs and we look forward to doing so. We are committed to providing you with the highest level of care and to building a successful provider-patient relationship with you and your family. If at any time you have questions or concerns regarding our fees, policies, or responsibilities please feel free to contact our Office Manager.

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| <i>Initials</i> _____ | CANCELLATION/NO SHOW POLICY - Please cancel at least 24 hours in advance to allow us to fill the appointment time. If you fail to notify our office in advance, you will incur a charge. If you arrive to your apt, and we have to reschedule due to noncompliance with the Pre Instructions , you may incur the cancellation fee of \$40. Cosmetic: No Shows or Appointments canceled less than 24 hours will be charged, \$40 for treatments and \$25 for consultations. Please note, we have a 10 min grace period if you are running late. However, if you arrive more than 10 min late, we may have to reschedule you and charge a cancellation fee to your bill. |
| <i>Initials</i> _____ | COSMETIC CONSULTATIONS - There is a \$25 fee for Cosmetic Consultations. The appointment is scheduled for 30 minutes and covers the Cosmetic Procedure(s) of your interest. Please see our Cosmetic Services Tab (on our website: www.SouthBaySkinDoctor.com) to see all our Cosmetic treatments. After the consult, if you proceed with a treatment of \$125 or more, the \$25 is taken out of the treatment price. |
| <i>Initials</i> _____ | SKIN CARE SERVICES, SUN EXPOSURE AND PROCEDURE PREPARATION - Please do your best to avoid sun exposure on the day of your treatment, and in many cases a day or more before treatment. Please see our Pre & Post instructions on our website under our Cosmetic Services Tab, (www.SouthBaySkinDoctor.com) and come prepared to your appointment. Many procedures cannot be completed with excessive sun exposure. |
| <i>Initials</i> _____ | REFUNDS, PACKAGE SERIES, PRODUCTS, & GIFT CERTIFICATES (COSMETIC) -- Retail: If you experience a reaction to any products or receive a damaged retail item purchased at our office, please let us know immediately and bring back the item. If returned due to reaction or product defect within 60 days, you can receive a refund. If returned due to reaction or product defect after 60 days, you can replace the item with another product. Cosmetic Packages/Series & Gift Certificates: If you chose to change your treatment in the middle of a treatment package, (ie. the initial appointment has been completed), a redistribution of money to another cosmetic procedure is allowed. If this occurs, the full value of the individual session(s) used must be totaled then subtracted from your package amount to determine the rollover dollar amount. Although good results are anticipated, there can be no guarantee, expressed or implied, by anyone as to the actual results you may receive. Occasionally additional treatments may be suggested. This could result in additional charges for which you may be responsible. Gift Certificates: no refunds, or dollar value given to the recipient. |
| <i>Initials</i> _____ | SPECIALS & PROMOTIONS - The initial treatment must start within the promotional period in order to receive the promotional pricing (consultations do not count as an initial visit). We also cannot discount an already discounted package price. |
| <i>Initials</i> _____ | RUNNING LATE? - We are very sorry as we understand traffic can be a problem, or things come up which make us late to our appointment. If you can, please call us to inform the Front Office. At that time we will determine if you should continue to the practice for your appointment. However, out of respect to the next patient, if you are more than 10 minutes late, we may have to reschedule your appointment. Thank you for understanding. |
| <i>Initials</i> _____ | TIMELINESS OF APPOINTMENTS (ON OUR PART) - We try to see everyone in a timely manner but if we are taking too long, please let our receptionist know so we can best serve your needs and reschedule you if necessary. |
| <i>Initials</i> _____ | PHOTOGRAPHY - DR Kyle's office is committed to providing high-quality healthcare to our patients. As such, the use of clinical photography for our patients may be appropriate for the diagnosis, treatment of medical conditions as well as professional education (internally only), and cosmetically for Before and After. Use of photography will be carefully controlled and executed in compliance with all state and federal regulations. Clinical photography does not include Patients (or parents or any other outside source), therefore; no one may take photos or videos on their own devices. This is not allowed and failure to comply with this request may result in the termination of the patient care treatment/procedure immediately. |

By my signature, I acknowledge that I have read, I understand, and agree to the terms and policies as defined by, DASB.

If desired, I have been given a copy of this notice.

Signature: _____ Date: _____

Revised: 12/1/19