

Austin Plastic Surgery Center tm
and
The Breast Enhancement Institute- Austin tm
Cosmetic Plastic Surgery of the breast and body.

Sergio Pasquale Maggi, M.D., FACS, P.A.
Certified by the American Board of Plastic Surgery
Fellowship Trained
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Office Policy and Procedures

In order to provide you with the best possible service, I want to offer clear communication and clarification of office policies and procedures.

APPOINTMENTS:

My office staff answers the telephone from 8:30 a.m. to 5:00 p.m., Monday through Thursday with lunch from 1:00p.m. To 2:00p.m., and Friday from 9:00a.m. To 1:00 p.m. If no one is available please leave a message and someone will be in touch with you as soon as possible.

Please arrive punctually for your appointment.

EMERGENCIES:

In case of an emergency after regular office hours, the Medical Exchange (458-1121) will assist you in reaching Dr. Maggi. If you do not reach the doctor within thirty minutes, or if the emergency is life threatening, you need to go to an emergency room immediately!

CANCELLATION OF APPOINTMENTS:

If you need to cancel or reschedule an appointment, please give us at least a 24-hour notice. This will protect my schedule and practice. Please understand that once you have scheduled an appointment, that time is reserved for you and requests from others are refused. Should you have a Monday appointment time that needs to be cancelled, please notify us by Friday.

PAYMENTS FOR ELECTIVE/COSMETIC SURGERY:

A five hundred dollar (\$500.00) non-refundable deposit is due in order to schedule a surgery(this will block out the allotted time for the operating room) and the rest of the payment will be due no later than the scheduled date of the History and Physical exam (one week before your surgery).

If you decide to cancel surgery, you must notify either the Office Manager or the Nurse who scheduled your surgery at least 2 weeks (14 days, including holidays and weekends) prior to your scheduled surgery date.

If you cancel within One (1) week of surgery we will retain fifty percent of the full surgery fee.

If you cancel the same day or week of surgery, the whole payment will be retained. Your surgery fee is a one-time charge that includes all your pre- and post-operative visits.

Surgery is not without risks, and the potential of complications. Your surgery fee does not include the possible cost(s) of any post-operative complications that may result- such as, medications, additional procedures, hospitalizations, anesthesia or other related charges (pathology, radiology, laboratory, etc.).

If a "touch-up" or revision surgery/procedure is necessary after your surgery, additional fees will apply. As with your initial surgery the fee may include fees for Dr. Maggi, facility fee, anesthesia fee, and other related charges.

If you understand and agree to follow the above stated policies, please sign below. Thank you, Sergio P. Maggi, M.D.

Patient/parent/other legally responsible person signature _____

Witness _____

Date _____