



**The Vitiligo and Pigmentation Institute of Southern California**

5670 Wilshire Blvd. Suite 650 ▪ Los Angeles, CA 90036 ▪ Phone (323) 467-4389 ▪ FAX (323)467-4488

## **APPOINTMENT CANCELLATION POLICY**

Dear Patients,

Please be aware of our **24 hour cancellation/no show policy**. If you fail to inform our office that you will be unable to keep your appointment within 24 hours of your **scheduled appointment time**, you will be charged a cancellation fee of **\$25.00**. If you **do not arrive** for your scheduled appointment, you will be charged a **\$25.00** no show fee.

In addition, for all cosmetic or procedural appointments, due to the set up and purchase of products to complete your appointment, a fee of **\$100.00** will be charged if proper 24 hour notice is not received in our office.

A credit card number **must** be given to the front desk at the time of scheduling a cosmetic, aesthetic or procedural appointment, and will be kept on file and charged the cancellation fee if applicable.

Thank you,

Pearl E. Grimes M.D., FAAD

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Patient Name (print)

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Patient Signature

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Date