

Elective Surgery Scheduling Policy

Our goal is to make your surgical experience a pleasant one. For your convenience, and to avoid any future confusion, we would like to outline our policies and procedures for you.

Consultation

A surgical consultation will be scheduled for you. This consultation is designed for you and Dr. Weed, to meet and discuss your non-surgical and surgical needs and outline the planned procedure. We will determine what other pre-operative requirements you may have, such as any other specialty consultations for surgical clearance. Our Patient Care Coordinator will inform you of any surgical fees. If insurance is involved, we will attempt to assist you in determining any costs to you from our practice. Exact out of pocket charges as well as surgery center/ hospital and anesthesia fees may not be able to be determined if the surgery is to be done under insurance.

Scheduling Surgery

Once you have decided to proceed with surgery, we will schedule your surgery and inform you of the date, to ensure it will meet your preferences. You will also be scheduled for a surgery center/ hospital pre-operative visit. This is sometime preformed via telephone interview.

Surgery Deposit

There is a \$500.00 scheduling fee deposit required before the date selected can be reserved exclusively for you. This fee is used to cover the booking and scheduling expenses involved with your surgery. This amount will be deducted from your total surgical cost.

Pre-Operative Consult

Typically, 1 week prior to surgery you will meet with Dr. Weed to review your surgical procedure, post-operative instructions and pain medications. Post-operative appointments are scheduled at this time. You should have completed your medical clearance with your primary care doctor with all results received at our office before your surgery center/ hospital pre-operative appointment. Any questions you may have will be answered at this consult.

Final Payment

The remaining balance on your account will be due at the pre-operative consult, unless insurance is involved. In that case, we will submit claims to your insurance and bill you for any remaining balance, copays etc. after settling with your insurance. We accept: Visa, MasterCard, Money Orders, Cashier's Checks and cash. Personal checks are accepted only if paid at least (2) weeks prior to surgery. No postdated checks will be accepted. There is a standard charge for all returned checks.

As a courtesy to Northeast Florida Foot and Ankle, we ask if plans change, we be given a 2 week notice of cancellation. This allows time to schedule another patient in the space originally reserved for you.

If you cancel in less than 10 days prior to your surgery date, you will forfeit your \$500 deposit for expenses incurred. If you cancel (1) day before your scheduled surgery, you will forfeit the entire surgery fee.

Refunds, if applicable, will be issued by check only, and may take up to 2 weeks (or longer if insurance is involved).

If you have any questions, the staff will be happy to assist you. We look forward to caring for you.

Signature: _____ Date: _____