



Roberts Cosmetic Surgery Center

Gregory D. Roberts, MD
3001 North Dallas Parkway, Suite E
Plano, Texas 75093
972-608-0000

OFFICE POLICY

Our goal is to provide our patients with the highest quality and state of the art cosmetic and reconstructive facial plastic surgery. Excellent Care!

Insurance information will be verified prior to initial appointments. Please notify us of any changes with your insurance coverage in the future.

Your insurance co-payments are due at time of check-in. We accept cash, check, or credit card – Visa and Master Card. (For return checks a charge of \$30.00 will be added to your account.)

If you do not have insurance, or if your insurance deductible has not been met, you will be expected to pay for your visit at the time of your visit. For insured patients, we will file the insurance claim so that your payment is applied to your deductible.

Patients are ultimately responsible for all fees. If your insurance does not pay, we will bill you and expect payment in full. A payment schedule can be worked out if you request one.

If you cannot keep an appointment, we ask you to give us 24 hour notice prior to your scheduled appointment. If you do not show up for three appointments, you will receive a \$75.00 charge on the third appointment.

I have read the above policy, understand, and accept these office policies.

_____ Date: _____
Patient Signature

Patient Printed Name