



Paul G. Ruff IV  
M.D., F.A.C.S.

**WEST END PLASTIC SURGERY**  
Paul G. Ruff IV, MD, FACS

**OFFICE POLICIES**

West End Plastic Surgery (WEPS) requires a credit card to secure all consultations. We send e-mail reminders two business days before appointments. WEPS is not responsible for e-mail related problems such as spam filters, etc. New patients are asked to arrive 15 minutes prior to their scheduled appointment time, if paperwork has not been completed online.

**Consultation Fees**

Physician consultations are \$150.00, Clinician consultations are \$50.00.

**Late Arrivals**

All patients are asked to arrive 15 minutes prior to their appointment time. Late patients may be rescheduled to another date or worked in around existing patient appointments.

**Cancellations & No Shows**

Appointments must be cancelled or rescheduled within 24 hours prior to the scheduled appointment date. Failure to do so will result in a \$150.00 fee for Physicians and a \$50.00 fee for Clinicians.

**Insurance**

West End Plastic Surgery does NOT participate with any insurance providers. We will give you the necessary documents you need to file with your insurance company, if required.

**I have fully read and understand the office policies listed above. I agree to all terms and conditions. All questions and concerns regarding office policies have been addressed and answered to my satisfaction.**

Patient Name: \_\_\_\_\_ Date: \_\_\_\_\_