

Essendon Day
Procedure Centre



PREPAYMENT POLICY FOR SURGICAL PROCEDURES

Dear Patient,

Our fee for surgery is payable 1 week prior to the procedure. This prepayment policy has been put in place to prevent the occurrence of unpaid accounts, therefore enabling our fees to be kept at a minimum. To retain your booking for surgery, we request your payment be made using one of the following options:

Credit Card: Accepted over the phone, by **email** or through the post with the attached form below.

Cash & EFTPOS: Processed in person through our Moonee Ponds Office.

In Person: at Level 1, 665 Mount Alexander Road, Moonee Ponds.

Please post the below payment slip to our office with the method payment indicated.

**Please be advised all payments will be processed on receipt of this form.
This prepayment form will be shredded immediately after processing.**

You will be given a temporary receipt to confirm your prepayment. Following your surgery, you will receive a fully itemized receipt which will enable you to claim from your private health insurance and/or Medicare benefits. Your payment is fully refundable if the surgery does not proceed.

Please feel free to speak with our staff if you have any queries

Phone: 9326 2666, Fax: 9326 1666
info@essendonpc.com.au

TO: Mr. Graeme Wright, Assoc. Prof. Arun Chandu and Mr. Kush Patel
Oral and Maxillofacial Surgeons
Level 1, 665 Mt Alexander Road, Moonee Ponds, 3039

Patients Name: _____ Date of surgery: _____

Payment Options: Cheque Credit Card Cash

Credit Card Details.

Please charge this purchase to my credit card \$ _____

Master Card Bank Card Visa Card Expiry Date: ____/____

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Name on Card: _____ Signature: _____

Please email my receipt to:

