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@essendondpc.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: **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:

Accredited Certification - NSQHS Standards
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