



## **Missed Or Cancelled Appointment Policy**

### **How do I cancel or reschedule an appointment?**

If you are unable to keep your appointment, please call us at our office as soon as possible, so that we may help another patient in your place. If you are calling after hours, you may leave us a message on our voicemail system to cancel or reschedule your appointment.

### **Missed or Cancelled Appointments**

**Missing appointments (no show), or appointments cancelled within 48 hours of the scheduled appointment time, will be charged a missed appointment fee of \$75.00.**

Your appointment time is reserved exclusively for you. Please be considerate of others - if you miss your appointment or cancel at the last minute, we will be unable to care for another patient in your place, and we have no method of recovering lost revenue due to “no-shows” or last-minutes cancellations.

At our office, we believe that we can provide optimal dental care only if we have enough time set aside to adequately examine you, and discuss your condition and treatment options in detail with you. This requires that you arrive on time for your appointment. If you are late for your appointment, we may not be able to accommodate you, and we may need to reschedule your visit. If you think that you will be late for your appointment, please call us as soon as possible, so that we may advise you if your late arrival can be accommodated, or if we will need to reschedule you.

### **Delays in Service**

Please realize that we make a sincere attempt to see you on time for your appointment. However, unexpected emergencies can occur, and sometimes cause unavoidable delays in our schedule. Please excuse any delays caused by emergencies. We will provide you with the same careful attention devoted to others.

### **I have read, understood and agree to the above:**

Print Full Name \_\_\_\_\_

Responsible Party Signature \_\_\_\_\_

Date: \_\_\_\_\_

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