



Appointment Policy

Cancellations

If the need arises to cancel a scheduled appointment, we request a cancellation notice of **at least 24 hours** from you scheduled appointment time. This allows us to contact and schedule a patient from the waiting list in the time slot that was previously reserved for you.

No-Shows

When you no-show an appointment, you hurt 3 people: yourself, the dentist, and other patients who may be in need of care and waiting for an open appointment. Additionally, each operatory receives a custom set-up depending on the treatment needs of the individual patient. There are costs and unnecessary wastes incurred by the office associated with the set-up and tear-down/sterilization of an operatory.

Late Policy

If you are going to be more than 15 minutes late, please call our office. In the event that your tardiness will cause other patients to not be seen on time, or will not allow the doctor/hygienist sufficient time to complete your treatment, the appointment may be canceled. Cancellations resulting from your tardiness will be considered as a no-show appointment.

Appointment Cancelled Without 24-Hour Notice	Fee \$25.00
No-Show for Appointment	Fee \$50.00
Late Arrivals Resulting in Cancellation	Fee \$50.00

These charges will not be billed to insurance; you will be responsible for payment. By signing below, you acknowledge your understanding of the policy and you agree to pay.

Habitual (3 or more) cancellations without sufficient notice, no-shows, or tardiness may result in dismissal from the practice.

Please sign below to indicate you have read and understand our appointment policy. You may request a copy to keep for yourself.

Printed Name Patient / Guardian

Signature Patient / Guardian

Date