



## Office Policy for Last Minute Cancellations

---

All appointment times made in our practice are specifically reserved to allow us adequate time to take care of each patient's needs during their visit. Since our appointment times are in high demand, we do request advance notice from patients who are unable to keep their reserved appointments.

Our office will do everything we can to communicate with you to confirm your appointment times. We will send out a reminder confirmation 2 weeks and 2 days before your appointment. If we do not hear from you by noon the day prior to your appointment, we will reschedule your appointment. Please make every effort to keep your reserved appointments. As a courtesy, we will continue to send reminders by text, email or phone call, based on your preference.

We value you as a patient and the time our doctor and team have reserved for you is our most important priority. We feel with these policies, we are better able to offer the care and attention needed to provide excellent quality dentistry for each patient.

### Cancellation Policy

We understand extenuating circumstances may prevent you from keeping your reserved appointment, however, if you confirm your appointment and proceed to no-show without notice, please be advised of the following:

- Hygiene appointments incur a \$50 fee per each reserved hour that is missed
- Doctor appointments incur a \$100 fee per each reserved hour that is missed
- After the 2<sup>nd</sup> missed appointment, we will require a deposit of 50% of the fee for the treatment to reserve time with our Doctor or one of our Hygienists

I have read and understand the above Cancellation Policy

---

Patient/Parent/Guardian Signature

---

Date

