



**Appointment Cancellation Policy**

In order to be respectful of the dental needs of other patients, please be courteous and call our office promptly if you are unable to keep an appointment. Our messages are checked around the clock, even on the weekends. We require at least a 24-hour notice for any cancelled appointment without being charged a \$40 Late Cancellation Fee. The fee is charged to the patient, not the insurance company, and is due at the time of the patient’s next office visit.

Cancellations less than 24 hours in advance is referred to as a Broken Appointment. We typically cannot refill these appointments on short notice. Appointments are in high demand. Early cancellations give our staff enough time to fill the appointment that was being held for you.

Patients may be dismissed from the practice after 3 Broken appointments.

Due to the high demand for our Evening and Saturday appointments, we have implemented a policy specifically for them. If a patient no shows/last minute cancels for an Evening or Saturday appointment, they will NOT be rescheduled for another Evening or Saturday appointment. The patient will have the option to be placed on a short call list. This is a list of patients to call when an “at the last minute” appointment opens up. There is no guarantee that patients will be called off of the short call list.

We understand that there may be times when an unforeseen emergency occurs, and you may not be able to keep your scheduled appointment. This will be taken into consideration when assessing the late cancellation fee.

I have read and agree to the above policy.

Patient Name (Printed): \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Relationship to Patient: \_\_\_\_\_