



Missed Appointment/ Cancellation Policy

At our office we know that your time is valuable and we make sure that the time-slot we reserve for you is yours to keep so you can get the best service possible. Your oral hygiene is important to us, which is why every time we book an appointment for you, we book off time in our Doctors and Dental Hygienists schedule to ONLY serve you. In order for us to keep this level of service, we ask our patients to give us a minimum of 48 hours notice if they can't make it into our office.

This way it allows us to serve other patients in need of serious dental work. Our doctors' times are highly requested and we want to make sure that our patients don't have to wait for months to see them. This is why we have a cancellation policy that we ask you to honor so we can attend the needs of all of our patients.

We respect and value your time and we ask that you do the same for ours. Depending on the procedure we are performing on you at our office, the guidelines can differ. However, the only request we have is simple: **Please give us a minimum of 48 hours notice to cancel your appointment. We do understand things happen. This is why we will allow you to cancel without the 48 hours notice for an emergency. If you fail to give us at least a 48 hours cancellation notice, you may be charged a cancellation fee, which will not be covered by insurance.** We will still provide treatment for you in our practice, but after more than one missed appointment, we will ask for you to prepay for your treatment before you schedule your next appointment.

If you have any questions regarding the Missed Appointment / Cancellation policy, Please contact our office and speak with one of our patient coordinators.

We thank you for your understanding in this matter

Patient Name: _____

Patient Signature: _____ Date: _____