



## **Cancellation and No-Show Policy**

Office hours are by appointment and we do value your time. This office is a private practice dental office and not a dental "clinic." Appointment time is reserved for you alone. Where appropriate, we prefer to schedule longer appointments so we can complete as much needed dental treatment as possible during one appointment. We feel this type of scheduling will cause minimal disruption to your daily schedule and will provide efficiency in completing your dental care. When you make an appointment, please be sure that you will be able to keep it. Morning appointments are best for more complicated procedures.

Emergencies and unforeseen patient treatment problems may arise, causing schedule changes. Emergencies are unexpected and seem to come at the most inconvenient times. If you have a dental emergency that needs immediate attention, we will always offer to see you at once. We expect that other patients who might be slightly inconvenienced by this will be understanding of the emergency situation. At some point, they may need the same courtesy too!

Please make a note of any dental appointments we have scheduled in a place where you will be easily reminded. If you cannot make an appointment as scheduled, please notify the office. There will be a charge of \$25 per 30 minutes of scheduled time for a broken appointment or cancellation with less than 24 hours' notice for appointments before 4 p.m., weekdays. For appointments broken or canceled without 24 hours' notice after 4 p.m., weekdays or Saturdays, the charge is \$50 per 30 minutes of scheduled time.

If our staff is successful in filling your appointment time with another patient, there will be no broken appointment charge.

If you have any questions about our appointment cancellation and no-show policy, please feel free to ask us.

Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_