

## Late to Appointment and Cancellation Policies

### **Late to Appointment**

If you are an established patient and arrive 15 minutes late or more to your appointment, you may be asked to reschedule, unless the dentist's or hygienist's schedule can still accommodate you. Priority will be given to patients who arrive on time and you may have to be worked in between them. This may mean you will have a considerable wait. If this is not convenient for you, you may choose to reschedule. One or two late patients cause the entire daily schedule to fall behind. This is an inconvenience to everyone. We strive to see every patient as close to their appointment time as possible.

We ask that you please be courteous of your provider's valuable time and attention. The dentists, office staff, as well as your fellow patients will thank you.

### **Missed Appointment or "No-Shows"**

While we make every effort to provide a reminder call at least 24 hours before your appointment, it is your responsibility to remember your appointment. If you cannot keep your appointment time, we require at least 48 hours' notice, not including weekends. We have many patients who are waiting for appointment times. Last minute cancellations prevent us from treating other patients who need our help.

For last minute cancellations or no-shows, we will charge a \$50 missed appointment fee for hygiene appointments and a \$100 fee for doctor appointments. All fees must be paid before any additional appointments can be scheduled. After three missed appointments, the practice may, at its discretion, choose to discontinue your care.

Your signature below acknowledges receipt of this policy.

Name: \_\_\_\_\_

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

Date: \_\_\_\_\_