

**APPOINTMENT CANCELLATION and/or NO SHOW POLICY  
~and PATIENT'S WHO ARE RUNNING LATE FOR THEIR APPOINTMENTS~**

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**Cancellation and No Show**

We are always happy to be able to work with you and your dental care needs and reserve a time in our providers schedule just for you. However, in consideration of other patients, we do request at least 24 hours notice prior to canceling your appointment. We do understand that there are circumstances that may prevent you from keeping your appointment; however in providing us with as much notice as possible, we may be able to contact another patient who needs an appointment on the day yours is scheduled. Morning and afternoon appointments fill quickly, and canceling with less than 24 hours notice does not allow us enough time to schedule another patient in need of treatment, therefore a cancellation or no show fee of \$50.00 will apply if our office is not notified that you will be unable to make your appointment.

**Running Late**

Patients that are running late are asked to call the office as soon as possible to check with the staff if they will still be able to keep their appointment.

Patients that are **more than 10 minutes late** for their appointment may need to re-schedule to another day and time, in consideration of other patients and their scheduled appointment times.

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We greatly appreciate your understanding of and cooperation with our office policies and assisting us with accommodating our patients scheduling needs.

Please sign below that you have read, and acknowledge the above information provided to you.

At any time, if you would like to have a copy of your signed paperwork, please ask one of our team members to make copies for you.

\_\_\_\_\_  
Patient Name

\_\_\_\_\_  
Patient/Guardian Signature

\_\_\_\_\_  
Date