



Office Policy for Cancellations

All appointment times made in our practice are reserved especially to allow us to take care of each patient's needs during their visit. Since our appointment times are in high demand, we do request advance notice from patients who are unable to keep their reserved appointments.

In an effort to decrease unnecessary costs associated with these changes, such as team costs and supplies, and to continue to provide you with excellent quality care, we require advance notice of 48 hours to avoid any fees. Please make every effort to keep your reserved appointments. As a courtesy, we will continue to send reminders by text, email or phone call, based on your preference.

We value you as a patient and the time our doctor and team have reserved for you is our most important priority. We feel with these policies, we are better able to offer the care and attention needed to provide excellent quality dentistry for each patient.

Cancellation Policy

We understand extenuating circumstances may prevent you from keeping your reserved appointment, however, we do request 48 hours (2 business days) notice to reschedule with the Hygienist and 48 hours (2 business days) notice to reschedule with the Doctor. If you must reschedule without notice, please be advised of the following:

- Hygiene appointments incur a \$50 fee per each reserved hour that is missed
- Doctor appointments incur a \$100 fee per each reserved hour that is missed
- After the 2nd missed appointment, we will require a deposit of 50% of the fee for the treatment to reserve time with our Doctor or one of our Hygienists

I have read and understand the above Cancellation Policy

Patient/Parent/Guardian Signature

Date