



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

We understand that unplanned situations can arise, and you may need to reschedule an appointment. If that happens, we respectfully ask for appointments to be rescheduled at least 24 hours in advance. This will enable another person who is waiting for an appointment to be scheduled in that appointment slot.

Our doctor and hygienists want to be available for your needs and the needs of all our patients. When a patient does not show up for a scheduled appointment another patient loses an opportunity to be seen. Circumstances have caused us to enforce a policy of charging for No-Show appointments and cancelled appointments within 24 hours.

There will be a fee of **\$50 per hour** if we do not receive a call to reschedule or cancel an appointment 24 hours prior to the appointment time. Cancellation and No-Show fees are the sole responsibility of the patient and must be paid in full before the patient's next appointment. These fees are not covered by insurance and will not be billed to your insurance company.

We understand that special, unavoidable circumstances may cause you to reschedule within 24 hours. Fees in this instance may be waived but only with management approval. If appointments continue to be cancelled within 24 hours, the patient will be dismissed from the practice.

We appreciate your understanding and cooperation of this policy.

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Patient (or responsible party) Signature

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Date