

MISSED APPOINTMENTS & CANCELLATIONS

Our office does its best to accommodate to our patients. We expect for you to respect our time as we respect yours. When an appointment is schedule you are trusting for us to be there for you and take care of your dental needs as we trust for you to show up on time to your appointment. Please understand that the following policies are not being placed to penalize you but to allow us to provide each and every one of our patients with the best possible care on a timely manner. Please take the time to read our appointment and cancellation policy.

- All cancellations and failed appointments without prior 48 hour notice are subject to a \$25 for 1st missed/ cancellation and \$50 for the 2nd missed/ cancellation
- More than 2 failed appointments may result in termination of services at our office.
- All New Patients should be here 20 min prior to appointment time to fill out any needed forms, and for insurance verification * please note we are not responsible for calling and verifying your insurance it is a courtesy we provide not a requirement.
- All patients must sign in at least 10 minutes prior to schedule appointments
- Any patient that presents themselves more then 10 -15min late to their appointment will be reschedule in order to keep our office on a timely manner and provide service to those who have showed up on time to their appointment.
- If you are aware that you will be late to your appointment we do ask that you call and inform the office.

By signing this form patient has read and fully understand and acknowledge the above policies and statements. If you have any questions, please do not hesitate to ask.

Patient signature and Date

Patient Name (Please Print) and Date