

# CANCELLATIONS, LATE ARRIVALS and NO SHOWS

## CANCELLATION OF AN APPOINTMENT:

In order to be respectful of other patient's needs, please be courteous and call our office promptly if you are unable to attend an appointment. This time will be given to someone who is in urgent need of treatment. Please inform us at least a minimum of 24 hours in advance if you are unable to keep your appointment.

## LATE ARRIVALS:

**If you are more than 15 minutes late, we will need to shorten or reschedule your appointment if time does not permit.**

## NO SHOW POLICY:

A no show is an appointment that was not canceled in-advance. No shows inconvenience other patients who need dental care and leave the doctor and staff idle. A broken appointment is a loss to everyone.

*As a courtesy, we do not charge a fee for late cancellations or no shows at this time. However, if three or more appointments are missed or cancelled without 24-hour notice, we reserve the right to no longer schedule additional appointments. For families scheduling 3 or more patients same day, we allow no more than one broken set of appointments. Any future visits will be scheduled one patient at a time, following the above guidelines.*

Thank you for your cooperation.

\*\*\*\*\*

I have read and acknowledged the above policy;

\_\_\_\_\_  
Patient Name (printed)

\_\_\_\_\_  
Relationship to Patient

\_\_\_\_\_  
Signature of patient, parent or guardian

\_\_\_\_\_  
Date