

# Appointment and Cancellation Policy

When we make your appointment, we are reserving a time and dental exam room for your particular needs. We ask that if you must change an appointment, please give us at least 24 hours notice. This courtesy makes it possible to give your reserved room to another patient who needs to be seen.

Missed appointments and cancelled appointments without 24 hours notice are subject to a cancellation fee of \$40. Repeat cancellations or missed appointments will result in loss of future appointment privileges.

We feel that our patient's time is valuable. When your appointment is made, a room is reserved, your records are prepared, and special instruments are readied for your visit. Except for emergency treatment for another patient, you can expect us to be prompt. We, of course, would appreciate the same courtesy from you. Please sign that you read and understand our Cancellation Policy. Thank you!!

**I have read the above information regarding the Appointment Cancellation Policy and agree to its terms.**

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_