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### **Appointment Cancellation & Late Policy**

We understand that unplanned issues can come up and you may need to cancel an appointment. If that happens, we respectfully ask for scheduled appointments to be cancelled at least 24 hours in advance.

Our doctors 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. **Therefore, any missed appointments, or those cancelled outside of the 24 hour window, will incur a \$50.00 charge to the patient's account.**

To keep our office running smoothly and all of our patients on schedule, please arrive on-time for your dental appointments. It is recommended to arrive 10 minutes early to fill out any paperwork that may be due. **If a patient arrives 10 minutes late for an hour appointment or 5 minutes late for a 30 minute appointment, it is at the discretion of the doctor and/or hygienist if you will be seen.** If a patient is late, they essentially make all of the patients behind them late as well. Please respect everyone's time and schedules.

Thank you for being a valued patient and for your understanding and cooperation with this policy. It enables us to open otherwise unused appointments and to better serve the needs of all patients.

By signing this form, I agree to the above conditions of Sandusky Dental Partner's office cancellation & late policy.

Patient Name (Please Print): \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Relationship to patient: \_\_\_\_\_

**PLEASE COMPLETE BOTH SIDES OF FORM**