

## Office Cancellation Policy

We understand that your time is valuable. An appointment is an agreement between you and our office. Making an appointment reserves the dentist, staff and office time for you. When scheduling appointments, we make every effort to accommodate you and you can expect to be seen promptly at your appointment time. In order to maintain this level of efficiency for all our patients, we request that you arrive at our office on time the day of your appointment.

Sometimes patients do require additional, unexpected treatment and so our schedule does change to accommodate their care. We regret that this causes any inconvenience to other patients, but in the event this does occur we will never reduce a waiting patient's treatment time; every patients' needs are always addressed.

Due to the ever increasing demands for our services, we ask that if you must reschedule an appointment please provide us with at least 48 hours notice, so that we can adjust our schedule accordingly and minimize the impact the cancellation will have on our staff and other patients.

Emergencies happen and unexpected events do sometimes require last minute scheduling changes, but we appreciate all efforts to notify us if you must miss an appointment. If a patient fails appointments more than 3 times, or cancels with short notice 3 times, they may be asked to seek treatment elsewhere.

Out of respect to all of our patients and health care providers, our office has established a forty-eight (48) hour business day cancellation policy. Your time is valuable to us, as is ours. We strive to keep our appointments on schedule and expect promptness and dependability on your part. We appreciate your cooperation.

I verify that I have read and do agree to abide by the office policies set forth above.

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