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## Appointment Cancellation Policy

Your scheduled appointment time is reserved just for you. We try not to overbook appointment times in order to provide excellent dental care and ensure we have sufficient time to adequately treat our patients.

We will make every effort to accommodate your scheduling needs. In return, we ask that you help us by keeping your scheduled appointments, arriving on time and notifying us a minimum of 24 hours in advance if you are unable to keep your appointment.

As we receive advance notice of cancellation, we are able to avoid misspent employee time and avoid loss of revenue, which keeps our overhead and our fees reasonable. More importantly, we are able to accommodate patients who could have used your appointment time.

Failure to comply with this policy may result in a charge of \$50.00 for the missed or cancelled appointment. We understand that situations may arise that make it impossible for you to give 24-hour notice, and each incident will be given individual consideration based on your appointment history.

I have read and understand this policy. I agree to comply and realize that if I do not, I may incur a charge as outlined above.

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