

# Cancellation and No-Show Policy

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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 48 hours in advance.

Emergencies and unforeseen patient treatment problems may arise, causing schedule changes. If you have a dental emergency that needs immediate attention, we will always offer to see you at once.

Like many offices, this office does call to confirm your appointment. Please make a note of any surgery appointments we have scheduled in a place where you will be easily reminded. If you cannot make an appointment as scheduled, please notify the office. There will be a charge of \$25 per 30 minutes of scheduled time for a broken appointment or cancellation with less than 48 hours' notice for your appointment. If our staff is successful in filling your appointment time with another patient, there will be no broken appointment charge.

Thank you for being a valued patient and for your understanding and cooperation as we institute this policy. This policy will enable us to open otherwise unused appointments to better serve the needs of all patients.

If you have any questions about our appointment cancellation and no-show policy, please feel free to ask us.

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**Signature**

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**Date**

