



## **Cancellation/No-Show Policy\*\***

We **REQUIRE** a 24hr notice to cancel any existing appointment in order to avoid a cancellation or “no-show” fee. For any patient that “no shows” or cancels more than **three times** for the same appointment, that patient will be **DISMISSED** from the practice.

Below are our fees associated with our cancellation and no-show policy. Please read carefully and sign below.

### **Fees:**

#### **Regular cleaning appointments and basic operative:**

For any appointments that are scheduled with our hygienists or basic operative appointments scheduled with the dentist (e.g. fillings, extractions, etc.) there will be an automatic **\$50 fee** charged to the patient **IF** the appointment *is not cancelled within the 24hr time period* or **IF** the patient “no shows” the appointment **without any notice**.

#### **Major Operative Appointments:**

Due to the amount of time scheduled for any **root canal, bridge, or crown appointments** there will be an automatic **\$100 fee** charged to the patient **IF** the appointment *is not cancelled with in the 24hr time period* or **IF** the patient “no shows” the appointment **without any notice**.

*I have read and understand the above policy. I understand that if I cancel or “no-show” without notice I will be charged one of the above fees associated with the appointment I have scheduled. I understand that if I cancel or “no show” the same appointment I have rescheduled more than **three times**, I will be sent a formal dismissal letter from the practice.*

Print Name: \_\_\_\_\_

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

*\*\*We understand that some things happen that are out of our control and may conflict with existing appointments. However, we do still ask for a courtesy call to let us know if you will not be making your appointment.*