



## LATE APPOINTMENT AND CANCELLED APPOINTMENT POLICIES

### LATE APPOINTMENT POLICY

Please arrive on time to your scheduled appointment. Late arrivals cause schedule delays for those patients who arrive promptly at their appointment time. Late arrivals will be worked into the schedule if time allows or **re-appointed to another day**.

### CANCELLED APPOINTMENT POLICY

We ask that you make every effort to give us at least a **24-hour notice** if you cannot make your scheduled appointment. **If you are unable to give this notice, you will be charged \$25.00 for the missed appointment.**

When you give us 24-hour notice, your reserved time can be made available for another patient. When patients do not show for their appointment or do not give us adequate cancellation notice, we are not given the opportunity to reschedule that time with another patient who has a true dental need.

Thank you for understanding the value of our cancellation policy to each of our patients.

I understand and agree to the late appointment and cancelled appointment policies.

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Signature

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Date