

## **Appointment Cancellation**

Our business is based on time sensitive schedule, with our hygiene appointments scheduled every 45-60 minutes. When we make appointments for you, we are committing our staff and facilities to you and your needs and they are not available to anyone else who inquires for an appointment at that time on that day. It is often difficult for us to fill the time for your appointment if changes have been made without adequate notice. With this in mind, we hope you will understand the importance of prompt cancellation or rescheduling when you know that you will be unable to keep your appointment.

Our cancellation policy is very simple and we appreciate your cooperation in making our office run efficiently for you and all of our patients. Calls can be received, and messages left at anytime day or night, or you can email us anytime.

Cancellation received 24 hours prior to the appointment time will not be charged a cancellation fee.

If you fail to keep your appointment and do not give us the required 24 hours notice, you are expected to accept a \$40 financial responsibility for your reserved time.

Thank you for your cooperation and understanding in this matter.

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(Signature of Patient)

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(Date)