No Show, Missed Appointment Office Policy Form

When our office books your appointment, we are setting aside a dedicated chair and time slot for you. We only ask that if you must reschedule your appointment, that you please provide us with at least 72-hour notice. This courtesy makes it possible to give your reserved time slot to another patient.

- **Dental Hygiene appointments forfeit their H20 discount of $20 for their next appointment.**
- **Surgical and other treatment appointments that are cancelled must prepay (without discount) in order to be rescheduled.**
- **Surgical appointments that are cancelled after 2 instances will be up to the doctor if and when to reschedule.**

Every patient in our practice receives a unique reservation. When your appointment is made, a time is reserved, your materials are ordered, and we make special arrangements to be ready for your visit. Except for emergency treatment for another patient, you can expect us to be prompt. We, of course, would appreciate the same courtesy from you.

**Repeated cancellations or missed appointments will result in loss of future appointment privileges, and may result in a cancellation fee (up to $100).*

_____

Patient Name: _____

Patient Signature: _____

Date: _____