



Appointment Cancellation or Rescheduling Guidelines

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First Name: _____ Last Name: _____ DOB: _____

When scheduling appointments, we do not double or triple-book appointments because we know it is important for you to be seated on time and to spend quality time with our providers. As a courtesy, you will receive two reminder calls and/or email notifications of your appointment. The first notification will be approximately two weeks prior to your appointment. The second notification will take place one to two business day(s) prior to your appointment. Should the need arise to cancel or reschedule a routine care appointment, we request advance notice of two business days. For restorative appointments with the dentist, non-routine care appointments, and/or appointments that are longer than one hour, we request a one week notice. We will try our best to accommodate special circumstances, however, insufficient notices are subject to charges up to 50% of scheduled services. No show reservations may be assessed a charge at the full value of services. Such charges will not be covered by your insurance company. We reserve the right to no longer offer advanced appointment reservations to those who continue to fail to provide adequate notice. Every one of our patients is special and has unique circumstances. If these guidelines do not fit your specific needs, please, let us know before you schedule any future appointments and we will gladly make alternate arrangements.

Signature of patient:

Sign