

Cancellation and Broken Appointment Policy

Although we realize that unforeseen events and circumstances arise from time to time, when you schedule an appointment with us, that time is reserved **specifically for you**. We ask our patients to give us at least **48 business hours notice** whenever possible if they are unable to keep a scheduled appointment. This allows us time to fill our schedule with other patients who may be waiting for needed dental care.

POLICY AND FEES:

Cancellation or rescheduling of an appointment with **notice of more than 48 business hours – no charge**

Failure to provide a minimum of 48 business hour advance notice will result in the following fees:

- \$40 for a hygiene appointment
- \$75 for a doctor's appointment scheduled for one hour or less, each additional hour incurs a fee of \$50

We cannot accept cancellations outside of normal office hours. Cancellations must be received **Monday - Friday 9a-6p**.

Definition of a "Broken Appointment" - A broken appointment is when you:

- Cancel or reschedule an appointment with less than 48 business hours of notice
- Cancel or reschedule an appointment within 48 business hours but outside of regular business hours
- Do not show up for your scheduled appointment

Our number one concern is our patient's dental health. Providing services in a timely manner is critical to accomplish that goal.

We appreciate your understanding and consideration regarding our appointment policy. If you have any questions or concerns, don't hesitate to ask us at dental LOFT.

I have read and understand the above mentioned policy.

Patient Name

Date

X

Patient Signature (Parent or guardian if patient is minor)