

## GLAD DENTAL APPOINTMENT CANCELLATION POLICY

We strive to provide excellent dental care to you and the rest of our patients. To be respectful to our staff and the rest of our patients, we have an **Appointment Cancellation Policy** that allows us to schedule appointments for all our patients. We require that you give our office **48 hours' notice if you need to reschedule your appointment. For Monday patient, we require you cancel by Friday if need be.** If you miss an appointment without contacting our office in the provided time, it will be considered a missed appointment; The **dentist fee is \$75.00** and the **hygienist fee is \$50.00**, and will be charged to your account. This fee cannot be billed to your insurance company and will be your direct responsibility. No future appointments can be scheduled nor can records be transferred with out the payment of this fee.

Additionally, if a patient is **more than 15 mins late** without prior notice for a scheduled appointment, we will consider this a missed appointment and the appropriate fee will be charged.

If you have any questions regarding this policy, please let our staff know and we will be glad to clarify any questions you may have.

We thank you for your understanding.

I have read and understand the **Appointment Cancellation Policy** of the practice, and I agree to be bound by its terms. I also understand and agree that such terms may be amended from time-to-time by the practice.

I \_\_\_\_\_ (print name), agree to the terms of the cancelation policy.

Date \_\_\_\_\_