



DOUGLAS DENTAL  
& ORTHODONTICS  
elevate your smile

## Missed Appointment and Cancellation Policy

Our goal is to provide quality dental care in a timely manner. Missed appointments and cancellations without **TWO BUSINESS DAYS** notice, impacts our ability to provide dental care to you and limits the availability of appointments for other patients who could have been scheduled.

If you are unable to keep your appointment, please notify the office with at least **TWO BUSINESS DAYS** notice to reschedule your appointment. Patients who miss their reserved appointments or who cancel without **TWO BUSINESS DAYS** notice will be charged a missed appointment fee of **\$50.00**, which must be paid prior to their next appointment.

We understand there are emergencies and unforeseen circumstances that cause last minute cancellations or missed appointments, in which case the fee may be waived at our discretion. Multiple missed or cancelled appointments may result in the termination of the patient from our practice.

For those of you who find it difficult to keep an appointment due to a busy or constantly changing schedule, our office has a suggestion that has worked for many of our other patients. Instead of scheduling an appointment that you might not be able to keep, call the office on a day you are available and the staff will try to find you an appointment that day if the schedule allows.

I have read the above policy and agree to all of the terms and understand that if I violate this policy it may result in the termination of my doctor/patient relationship.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_