

## CANCELLATION POLICY

Trying to accommodate every patient's individual needs and work schedules can be difficult, but we do our best. We work very hard to stay on schedule to minimize your waiting time in our office.

A scheduled appointment is a commitment of time between the doctor and the patient. We have reserved that time JUST FOR YOU. When appointments are missed or canceled at the last minute, that time is lost.

We ask that when you schedule your treatment, you make every effort to keep that commitment. We do understand that personal emergencies do arise, and we always take that into consideration.

However, if you find that you cannot keep your scheduled appointment, a minimum of a 24-hour notice will allow us to schedule another patient in need of treatment.

It is our policy that with less than 24 hours notice on a change of commitment, a charge will be considered and may be applied to your account.

If you have any questions regarding this or any of our policies or procedures, as always we are more than happy to discuss them with you.

Thank you for your understanding and cooperation.

☐ I have read and recieved a copy of the above policy.

Print Name

Signature \_\_\_\_\_

Date