

## **CANCELLATION POLICY**

If you must change or cancel a reserved appointment, our office requires three (3) business days advance notice, for any reason, for all changes and cancellations. Failure to do so will result in a (non-refundable) \$50 broken appointment fee as stated in our financial policy.

If your Appointment is on:

Monday - Must notify on previous **Wednesday**

Tuesday - Must notify on previous **Thursday**

Wednesday - Must notify on previous **Friday**

Thursday - Must notify on previous **Monday**

Friday - Must notify on previous **Tuesday**

**\*If a pattern of short-notice cancellations occurs, we reserve the option of requiring advance payment before you make appointments\***

Our Doctor's and Hygienist's time plus preparation of an operatory room are reserved especially for you. As courtesy, we will send out a post card reminder with your hygiene appointment time and date three (3) weeks in advance. If you request, we will call you one (1) week in advance of your reserved time. However; you are responsible for the appointment you schedule.

It is the intention of this practice to provide the highest quality dental care in an atmosphere of mutual comfort and understanding.