

## Office Policies

### 1. Cancellation/ No Show Policy for Doctor/ Hygiene Appointment

We understand that there are times when you must miss an appointment due to emergencies or obligations for work or family. However, when you do not call to cancel an appointment, you may be preventing another patient from getting much needed treatment. Conversely, the situation may arise where another patient fails to cancel, and we are unable to schedule you for a visit, due to a seemingly “full” appointment book. **If an appointment is not cancelled at least 48 hours in advance you will be charged a fifty-dollar (\$50) fee; this will not be covered by your insurance company.**

### 2. Surgical Booking Deposit

Office policy requires surgical booking deposit to reserve appointment time.

### 3. Cancellation/ No Show Policy for Surgery

Due to the large block of time needed for surgery, last minute cancellations can cause problems and added expenses for the office. **If surgery is not cancelled at least 72 hours in advance you will be charged a one hundred-dollar (\$100) fee; this fee will not be covered by your insurance company. This fee will be deducted from surgical booking deposit if applicable.**

### 4. Scheduled Appointments

We understand that delays can happen however we must try to keep the other patients and doctor on time. **If a patient is 15 minutes past their scheduled time, we will have to reschedule your visit.**

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**Print Name Patient      Signature Patient/Guardian      Date**