



Pine Arbor Dental Care

Appointment Cancellation and No-Show Policy

Pine Arbor Dental Care is privileged to provide dental treatment to our patients. We will work diligently to maintain a high level of personalized service and will strive to accommodate our patients' need for office visits in a timely manner. This requires careful planning and coordination among many individuals in our office.

We understand that emergencies arise from time to time, just as they do for us. However, when a patient fails to show up for an appointment or cancels without adequate notice, we cannot use that time to meet the needs of other patients. **If an appointment is not cancelled adequately, a \$50.00 cancellation fee may be charged.**

We respectfully request your understanding and agreement to our new policy as it is stated below.

Please initial each line and sign on the bottom page Acknowledging and agreeing to our Cancellation/No-Show policy

_____ **New Patients**

Reminders will be given well in advance before your scheduled appointments. It is your responsibility to ensure you update your phone number and emails as needed. New patients who fail to cancel initial appointments with less than **24 business hours'** notice will not be rescheduled.

_____ **Established Patients**

Established patients must call us if with a **48-business hour** notice to cancel their appointment. After two no-show appointments, established patients will be on a same day scheduling basis only or will not be rescheduled.

For Monday appointments, cancellations must be made by 8am on the preceding Thursday due to office hours. This gives adequate notice for us to care for other patient needs.

Confirmation Policy

We require all patients to confirm your appointment by 10:00 AM the business day prior to your scheduled appointment. If you have not confirmed by 10:00 AM, you will be removed from our schedule.

Patient Printed Name

Today's Date

Patient Signature

Today's Date

Parent/Guardian Signature

Today's Date

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