

# *Highline Family Dentistry*

## **Appointment No Show/Cancellation Policy**

We understand that sometimes a patient is unable to make a scheduled appointment due to unforeseen circumstances. However, when an appointment is scheduled, that time has been set aside for you and when it is missed or rescheduled with late notice, that time cannot be used to treat another patient. We have therefore implemented the following policies regarding no shows and cancelled/rescheduled appointments.

Our policy is as follows.

- **A minimum of 24 hours' notice is required for all cancellations.**
- A \$50 fee will be charged for all no shows, as well as appointments that are cancelled without the above 24-hour notification.
- The fee will be billed directly to you, not your insurance company.
- No future appointments can be scheduled nor can records be transferred without the payment of this fee.

Our policies and procedures have been established to ensure the highest quality of care. No shows and late cancellations prevent others in the community from receiving much needed dental care.

**Thank you for your understanding and adherence to this policy.**

Print your name: \_\_\_\_\_

Relationship to patient: \_\_\_\_\_

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