

APPOINTMENT CANCELLATION POLICY

We strive to render excellent dental care to you and the rest of our patients. To be consistent with this, we have an Appointment Cancellation Policy that allows us to schedule appointments to all patients. When an appointment is scheduled, that time has been reserved for you and when it is missed, that time cannot be used to treat another patient. Our policy is as follows.

. We require that you give our office 48 hours' notice if you need to reschedule your appointment. This allows for other patients to be scheduled into that appointment. If you miss an appointment without contacting our office within the required time, this is considered a missed appointment.

. A fee of \$50.00 per scheduled hour will be charged to you; this fee cannot be billed to your insurance company. In which, will be your direct responsibility.

. No future appointments will be scheduled without the payment of this fee. Additionally, if a patient is more than 10 minutes late without prior notice for a scheduled appointment, a fee may apply. We will consider this a missed appointment, in which the cancellation fee will be charged. If you have any questions regarding this policy, please let our staff know. We will be glad to answer any questions you may have. We thank you for your patronage.

. If you have a dental appointment scheduled with our office on a Monday, be aware that you NEED to make any changes before 12 Noon on the Thursday prior to the scheduled appointment time and date.

. Messages and electronic correspondence received after the requested time will not be considered adequate and the fee will apply.

Thank you for choosing North Texas Dental Care. We are dedicated to making every effort to accommodate your scheduling needs. In return, we ask that you help us by arriving on time to your scheduled appointment time and date.

We understand and value your time, as well, as ours.

Patient Signature