

# Appointment Cancellation Policy

We strive to provide excellent dental care our patients. This includes timely scheduling of appointments. In order to achieve this, we have an **Appointment Cancellation Policy**. When an appointment is scheduled, that time has been set aside for you and when it is missed it can't always be filled with another appointment in short notice.

## Our policy is as follows:

We require that you give our office a 24 hour notice in the event that 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 \$25.00 will be charged to you; this fee cannot be billed to your insurance company and will be your direct responsibility.

If you have any questions regarding this policy, please let our staff know and we will be glad to clarify any questions you have.

I have read and understand the Appointment Cancellation Policy of the practice and I agree to its terms. I also understand and agree that such terms may be amended from time-to-time by the practice.

I, \_\_\_\_\_ (print name), have received a copy of Montana Dental Works cancellation policy