

No-Show/Missed Appointment Office Policy

When we book your appointment, we are setting aside a dedicated chair and time slot just for you. We only ask that if you must reschedule an appointment, please provide at least 24 hours' notice. This courtesy makes it possible to give your reserved time slot to another patient who would be more than happy to accept.

There is a charge of (FILL IN \$) per hour for not showing up for scheduled appointments.

****Repeated cancellations or missed appointments will result in loss of future appointment privileges.***

Every patient in our practice receives this unique reservation. When your appointment is made, a time is reserved, materials are ordered, and we make special arrangements to be ready for your visit. Except in a case where emergency treatment for another patient is necessary, you can expect us to be prompt. We, of course, would appreciate the same courtesy from you.

Credit Card Appointment Reservation Form

Please take note. The card provided below will be charged on the day of your scheduled appointment if you do NOT cancel within the requested 24-hour notice period.

Credit card # _____

(Circle one) – M/C – Visa – Disc – Amex

Expiration date _____

CC security code (3 digits) _____

Amex sec code (4 digits) _____

Patient name _____

Patient signature _____

Date _____