

Cancellation/No Show Policy

I understand that when an appointment is made for me, this time is reserved by the staff of Taconic Dental Arts specifically for my treatment. I further understand that other patients waiting for treatment are denied the opportunity to be seen during my reserved appointment time. In fairness to the patients who are waiting for appointments and would like to come in earlier, it is important for me to keep my appointments and to understand our office practices concerning appointments.

Taconic Dental Arts uses a variety of methods to confirm upcoming appointments. Those include phone calls, texting and email. If Taconic Dental Arts is unable to confirm my appointment at least 24 hours in advance my appointment will be removed from the schedule. It is my responsibility to make sure that my contact information is up-to-date.

If an appointment is scheduled for me, I may change or cancel the appointment without penalty if I notify the office **more than 24 hours** before my scheduled appointment.

I understand that if I miss a confirmed appointment I will be subject to a $40 charge. And if I miss three appointments I may be subject to a $100.00 charge and dismissal from the practice.

I have read & understand the above policy:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Patient Printed Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Patient/Guardian Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date