**Appointment Cancellation Policy**

In an attempt to provide an excellent experience for each patient, we have implemented an **Appointment Cancellation Policy**.

**Our Policy is as follows:**

We ask that you give our office notice at least 2 business days prior, in the event that you need to reschedule your appointment. Adequate notice allows us to schedule another patient. If you miss an appointment without contacting our office within that requested timeframe, this is considered a “missed appointment or short notice cancellation appointment.” We respectfully request at least 2 business days’ prior notice when cancelling an appointment. If you cancel your appointment within 2 business days, it will be considered a cancelled appointment. Additionally, if a patient is more than 10 minutes late without prior notice for a scheduled appointment, we will consider that a missed appointment.

After two missed or short notice cancelled appointments without the appropriate notice within a 12-month period, you may be placed on a same day scheduling policy for your treatment, which would limit you to schedule appointments on a same day bases. If this continues, we reserve the right to dismiss you from the practice.

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, (print name), have received a copy of Dr. David Hone Dental Practice Appointment Cancellation Policy.

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

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Signature of Patient Date