



“NO-SHOW” and Late Appointment Agreement

I, _____ agree to arrive on time for my scheduled appointment, unless I have called and cancelled 48 hours prior to my appointment time.

What is a No-Show? Not coming to an appointment without canceling at least 48 hours prior to the appointment time.

What is a Late Appt? Being 10 minutes or later for your scheduled appointment, you may be asked to reschedule, and this will be counted as a No-Show/Late occurrence.

All Patients:

We understand that emergencies or conflicts may arise with the original time of your scheduled appointment. *However*, if you have **2 No-Show/Late occurrences** in a calendar year, our office does not charge your account, but you will no longer be able to advance schedule/reserve an appointment for your dental needs. You may call in for any concerns or appointments on a same-day basis only.

Attention Nitrous Patients: If you or your child is scheduled for nitrous for an appointment, you will need to will need to give a 48-hour notice if you need to change or cancel the appointment. If the office does not receive this notice you WILL NOT be able to schedule for nitrous for any future appointments.

Our office communicates reminders about your appointment date and time as a *courtesy*. Please remember it is the responsibility of the patient to recall their appointment. Please call the office at any time for a reminder if needed. You may also sign up for text message reminders with our office.

When someone fails to keep a scheduled appointment it makes it very difficult for our providers to continue to provide great care. If appointments are cancelled in an appropriate manner, then another patient can be scheduled. Thank you!

Signature of patient or guardian

Date

Printed Name of Patient or Guardian