



APPOINTMENT CANCELLATION POLICY

We pride ourselves in providing extra time for the personal attention each patient deserves. We respect your time and make every effort to run on time. As a result, your appointment time in this office is reserved for you. We reserve the right to charge a patient a fee of \$50 who do not reschedule with adequate notice by 10am one (1) business day prior, or who fail to keep their scheduled appointments.

NO SHOW POLICY

A 'no show' appointment occurs when a patient misses an appointment without canceling by 10:00am one (1) business day in advance. No shows inconvenience patients who may need access to dental care in a timely manner. **Last minute/late cancellations are considered 'no show' appointments. If you are running late to an appointment please call our office, but please note that any arrival greater than 15 minutes after your scheduled appointment time may result in needing to reschedule your appointment.**

Failure to be present at the time of a reserved appointment will be recorded in your patient chart as a 'no show'. The 'no show' will result in a \$50 fee being applied to your account, as well as a letter being sent to your home alerting you that your appointment was missed without canceling. Further 'no shows' will result in a suspension of services and dismissal from our dental practice. Exceptions to this policy must be approved by the Practice Administrator and Dr. Binkowski.

By signing below I certify that I have read and understand the terms and conditions of Story City Dental's appointment cancellation policy:

Patient Signature

Date