



---

### **Cancellation/No-Show/Late Arrival Policies**

Please understand that Crowley Family Dentistry does not over book our schedule to cover for patients cancelling at the last minute or no showing.

We reserve your appointment time specifically for you and we understand unanticipated events happen; however, if you are extremely late, no show, or cancel short notice – that is a lost opportunity to another patient who could have taken the time to be seen by our office.

### **Cancellations**

When canceling any appointment, it is required to give at least **one full business days'** notice.

This allows the opportunity for someone else to schedule an appointment. If you are unable to give us 24 hours advanced notice there will be a **\$50.00 charge/appointment hour** made to your account. This amount **must be paid** prior to your next scheduled appointment.

### **No Shows**

Anyone who either forgets or consciously chooses to forgo their appointment for whatever reason will be considered a “No Show” and will be charged a fee of **\$50.00/appointment hour** for the missed appointment. The amount **must be paid** prior to your next scheduled appointment.

### **Late Arrivals**

If you are running a few minutes late for your appointment, we ask if you would call our office so we can inform the dentist.

Running 20 minutes or more later for your appointment can result in a shortened appointment time or the rescheduling of your appointment for another day in order to accommodate other patients whose appointment follow yours.

**Out of respect and consideration to your doctor and other patients please plan accordingly and be on time.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_