



Missed Appointment & Late Cancellation Policy

Dear Patient,

In order to improve our availability to you, we have implemented a fee for missed appointments and last minute cancellations. Without proper notification we are unable to fill your appointment time with another patient in need of care. We believe that this new policy will allow you greater and timelier access to your doctor and hygienist.

As a result, it is the policy of the Fort Loramie Dental Center to charge a fee of \$25.00 for each individual missed appointment or for any appointment that was not cancelled at least 24 hours prior to the scheduled appointment time.

We are aware that situations arise that cannot be anticipated which could result in having to miss a scheduled appointment. In light of this, we will deal with unforeseen circumstances on a case by case basis. Subsequent occurrences will result in a \$25.00 fee.

Please Note:

- If you miss a new patient appointment or a subsequent appointment without providing timely notice, you will **not be rescheduled to see your doctor until your late notification fee is paid and your doctor has given his approval.**

Again, we expect that implementing this policy will **improve our ability to accommodate your needs** on a timelier basis, and assist the Fort Loramie Dental Center in our continuing efforts to provide you with the highest quality care available.

Thank you.

Sincerely,

Fort Loramie Dental Center Management