

SEMANS FAMILY DENTISTRY

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MISSED APPOINTMENT/CANCELLATION POLICY

Our dental team is committed to providing the highest quality of dental care to help our patients achieve excellent dental health. In order to do this, we limit the number of patients we see daily by reserving the allotted time necessary for each patient's specific procedure.

In order to keep a high level of service, **we ask our patients to give us a 48-hour notice for any cancellation.** This allows us to schedule and provide health care to other patients in need of dental treatment.

Please know that we respect and value your time, and we understand that you may need to change or cancel an appointment due to an emergency, an illness, or an unforeseen circumstance. Conversely, we ask that you respect the time that we have scheduled for you and your specific dental needs.

To assure that we can attend the needs all of our patients, our office cancellation policy is as follows:

If a patient presents with any of the following scheduling scenarios, he or she will only be scheduled on a same-day basis for all future appointments. This means the patient would need to call us on the day that he or she is available and if we have an opening or change in our schedule on that particular day, we will schedule an appointment for that day.

- 3 cancellations with a 48-hour notice
- 2 cancellations with less than a 48-hour notice
- 2 missed/failed appointments – with no notice or phone call to our office

If you have any questions regarding this policy, please do not hesitate to ask.

Thank you in advance for your cooperation,

Thomas D. Semans D.D.S.

I have read and understand the policy above.

Patient Signature _____ Date _____