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 **Appointment Cancellation Policy**

**We strive to render excellent dental care to you and the rest of our patients. To be consistent with this, we have an Appointment Cancellation Policy that allows us to schedule appointments for all patients. When an appointment is scheduled, that time has been set aside for you and when it is missed, you may be preventing another patient from getting much needed treatment.**

**Our policy is as follows:**

**\*We require that you give our office 24 hours’ notice in the event that you need to reschedule or cancel your appointment. This allows for other patients to be scheduled into that appointment.**

**\*If you miss an appointment without contacting our office within the required time, this is considered a missed appointment.**

**\*If you are more than 10 minutes late you may be asked to reschedule your appointment.**

**\*If a patient has 3 No Show Appointments, chronic last-minute cancellations or chronic lateness, we have the right to dismiss you from our practice.**

 **If you have any questions, please ask the staff and we will be glad to clarify any questions you may have.**

 **I have read and understand the Appointment Cancellation Policy of the practice and I agree to be bound by its terms. I also understand and agree that such terms may be amended from time-to-time by the practice.**

 **I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (print name), have read and accept Marion Dentures & Dental Appointment Cancellation Policy.**