

## DENTAL APPOINTMENT CANCELLATION/NO SHOW POLICY

Thank you for trusting Reddy Family Dentistry with your dental care. When you schedule an appointment with Reddy Family Dentistry, we set aside enough time to provide you with the highest quality care. Should you need to cancel or rescheduled an appointment, please contact our office no later than 24 hours prior to your scheduled appointment. This gives us time to schedule other patients who may be waiting for an appointment. Please see our Appointment Cancellation/No Show Policy below:

- Effective immediately -- any established patient who fails to show, cancel, or reschedule an appointment and has not contacted our office with at least 24 hour notice will be considered a No Show and charged a \$25.00 fee.
- Any established patient who fails to show for an appointment without a 24 hour notice a second time will be charged a \$50.00 fee.
- If a third No Show without a 24 hour notice should occur, the patient will be denied future appointments from Reddy Family Dentistry.
- Any new patient who fails to show for their initial visit will not be rescheduled.
- The fee is charged to the patient, not the insurance company, and is due at the time of the patient's next office visit.
- The patients who have insurances that do not let us charge them late fees will be denied future appointments from the practice with one No Show or three cancelations. No exceptions.
- As a courtesy, when time allows, we make reminder calls for appointments. If you do not receive a reminder call or message, the above policy will remain in effect.

We understand there may be times when an unforeseen emergency occurs and you may not be able to keep your scheduled appointment. If you should experience extenuating circumstances please contact our Office Manager, who may be able to waive the No Show fee. You may contact Reddy Family Dentistry 24 hours a day, 7 days a week at the numbers below. Should it be after regular business hours Monday through Thursday, or a weekend, you may leave a message. Messages left at location are acceptable.

Reddy Family Dentistry: (330)722-7060 or (330) 667-4442

I have read and understand the Dental Appointment Cancellation/No Show Policy and agree to its terms.

\_\_\_\_\_  
Signature (Parent/Legal Guardian)

\_\_\_\_\_  
Relationship to Patient

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date