



ACKERMAN FAMILY DENTAL

CANCELLATION/MISSED APPOINTMENT POLICY REMINDER

Cancellation of an Appointment:

In order to be respectful of the dental needs of other patients, please be courteous and call our office promptly if you are unable to attend an appointment or change your mind about the procedures you will have done.

We require at least 24 hours notice in advance to cancel without incurring a Late Cancellation Fee of \$35.

Cancellations less than 24 hours in advance count as a “Broken Appointment” and your account will incur a \$35 “Broken Appointment Fee” as we generally cannot fill the appointment time on short notice.

We understand unexpected occurrences do happen (work meeting, sick children, etc). **You will get one “freebie” broken appointment** that you will not be charged.

Appointments are in high demand – your early cancellation will give others access to timely dental care and allow our staff enough time to take the steps necessary to fill the slot that had been held for you.

If You Must Cancel Your Appointment:

To cancel appointments, please call 231-9970. You may leave a message on the voicemail as we are always checking it.

Signature of Responsible Party or Patient

Witness

Date:
