

United Dental Services **policy for cancellations**

We make every effort to schedule your treatment at a convenient time. When your dental needs are diagnosed, if left alone over time, they only get worse. Therefore, it is very important that you keep your appointment as scheduled. Most of our patients are very understanding of how short notice appointment changes affect other patients of our practice.

This dental practice is committed to improving your oral health. We request a 48-hour notice if you need to make appointment changes. Our policy concerning canceled or failed appointments is as follows:

- > **A patient with an appointment must call at least 48 hours in advance prior to canceling or rescheduling their appointment time.**
- > **Same-day cancellations and/or rescheduling can result in a charge, which will be billed directly to you.**
- > **With two short notice appointment changes within a 12-month period of time, we will require you to hold your next appointment on a credit card.**
- > **After the THIRD cancellation or failed appointment within a 12-month period of time, we will provide treatment for 30 days on an emergency basis only. At that time, we will give you the opportunity to find another dental office.**

I _____ (print name of responsible party), understand this policy.

Signature

date

Witness

date