



Appointment Cancellation / No Show POLICY

Thank you for trusting your child's dental needs to Associated Pediatric Dentistry. When you schedule an appointment with us, we delegate time and staff to ensure the highest quality of care. Should you need to cancel or reschedule an appointment, please contact our office as soon as possible and no later than 48 hours prior to your scheduled appointment. Timely communication allows us to modify our schedule to help other patients.

Please note our Appointment Cancellation & No Show Policy below:

- Effective May 1, 2023 any established patient who fails to show or cancels/reschedules an appointment **without at least 24 hours notice** will be charged a **\$25 fee** for an exam appointment and a **\$50 fee** for a treatment appointment. This fee will be applied for each individual patient.
- Fees are charged to the patient -not the insurance company- and will need to be paid before the next office visit can be scheduled.
- Any new patient who fails to show for their initial visit will be allowed only 1 opportunity to reschedule. If a second no show occurs, the patient will not be rescheduled.
- If you are 15 or more minutes late, the appointment may have to be canceled and rescheduled.
- Repeated missed appointments will result in dismissal from the practice.

If you have any questions regarding this policy, please let our staff know and we will be glad to clarify any questions you have. We understand that situations such as family emergencies or sickness occasionally arise. These situations will be considered on a case-by-case basis.