

**DENTAL APPOINTMENT CANCELLATION/NO SHOW POLICY**

Thank you for trusting your dental care to Dr. Matt A. Philson's office. Our office sets aside enough time to provide you with the highest quality care. Should you need to cancel or reschedule an appointment please contact our office as soon as possible, and 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 read and initial our Appointment Cancellation/No Show Policy below:

\_\_\_\_\_ Any new or established patient who fails to show or cancel/reschedule an appointment and has not contacted our office with at least 24 hr notice will be considered a No Show and charged a \$50.00 fee.

\_\_\_\_\_ If a second No Show or cancellation/reschedule with no 24 hr notice should occur the patient may be dismissed from our office.

\_\_\_\_\_ 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.

\_\_\_\_\_ As a courtesy, we make reminder calls and send reminder texts 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 and are unable to call within the 24 hr notice, please contact our Office Manager, who may be able to waive the No Show fee. You may contact our office by text message 24 hours a day, 7 days a week at the number below. Should it be after regular business hours Monday through Friday, or a weekend, you may leave a message.

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

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Signature (Parent/Legal Guardian)      Date