

Patricia M. Hartman D.D.S.
Office Cancellation and Missed Appointments Policy

At our office we realize scheduling properly is important to meet the demands of our daily life and maximize our patients' time and also our Doctor's and staffs' time. With this in mind, our office has developed a cancellation and missed appointment policy that is fair to both patients and our practice.

Late cancellations, rescheduling (less than 24 business hours notice) and missed appointments are disruptive and costly to our office and our patients. Even canceling or no showing for a cleaning is a tremendous cost for our office.

In the instance of a late cancellation of less than 24 business hours from your **appointment time** a \$50.00 fee per hour of scheduled time may be applied. Repeated no show or broken appointments will result in releasing you from our care.

For example an appointment scheduled for Tuesday at 10 am will have to be rescheduled no later than Monday at 10 am. If an appointment is scheduled for Monday the appointment must be cancelled by Thursday of the week prior due to the office hours of operation being Monday thru Thursday.

We offer complementary post-card reminders for cleanings and reminder phone calls for all appointment, but it is the patient's responsibility to keep the appointments reserved for their treatment.

Thank you for your cooperation and understanding. We reserve a significant amount of time for our patients treatment. Please be courteous to our doctor, staff and other patients by giving us proper notice. Broken appointments make your fees higher to cover office expenses. Help us keep our costs and your fees down.

Patient

Date