



Appointment Cancellation Policy

When you make an appointment with our office, we reserve that appointment time exclusively for you. Please take notice of our policies for cancelling appointments:

CANCELLATION POLICY

If you have to cancel an appointment, we require at least **one business day**. This will give us enough time to schedule another patient in your time slot. If you cancel with less than **one business day**, there will be a **\$45 cancellation fee**.

BROKEN APPOINTMENT POLICY

If you do not show up for a scheduled appointment, you will be charged a **\$45 no-show fee**. This fee must be paid before another appointment is scheduled for you.

LATE POLICY

If you are more than 15 minutes late for your appointment, you may have to be rescheduled. If at all possible, an effort will be made to see you with the understanding that the appointment may need to be modified.

I have read and understand the cancellation/broken appointment policies of Shevlin Dental Center.

Patient Signature

Date