

NO SHOW/ 24 HOUR CANCELLATION POLICY

We schedule our appointments so that each patient receives the right amount of time to be seen by Dr. Taylor and staff. That's why it is very important that you keep your scheduled appointment with us, and arrive on time.

As a courtesy, and to help patients remember their scheduled appointments, Dunwoody Dental Care sends text message and email reminders 1 month, 2 weeks, 1 day before and 1 hour in advance of the appointment time. We also call if no confirmation has been made by text or email.

If your schedule changes and you cannot keep your appointment, please contact us so we may reschedule you, and accommodate those patients who are waiting for an appointment. As a courtesy to our office as well as to those patients who are waiting to schedule with Dr. Taylor, Please give us at least 24 hours notice.

If you do not cancel or reschedule your appointment with at least 24 hours notice, for any reason **including illness** we may assess a \$50 "no-show" service charge to your account. This "no-show charge" is not reimbursable by your insurance company. You will be billed directly for it. After three consecutive no-shows to your appointment, our practice may decide to terminate its relationship with you. I understand the "no-show" policy of Dunwoody Dental Care and agree to provide a credit card number, which may be charged \$50 for any no-show of a scheduled appointment.

I understand that I must cancel or reschedule any appointment at least 24 hours in advance in order to avoid a potential no-show charge to the credit card provided.

Please note if you are unable to make it to your first appointment, we will not be rescheduling.

Signature: _____ Date: _____