



Dr. Maria Evangelisti, DMD

Appointment Cancellation Policy

We strive to render excellent dental care to your child and the rest of our patients. In an attempt to be consistent with this, we have an **Appointment Cancellation Policy** that allows us to schedule appointments for all patients. When an appointment is scheduled, that time has been set aside for you and when it is missed, that time cannot be used to treat another patient.

Our policy is as follows:

We require that you give our office **48 hours** notice in the event that you need to reschedule your appointment. This allows for other patients to be scheduled into that appointment. If you miss an appointment without contacting our office within the required time, this is considered a missed appointment. The first missed appointment will be no charge. A fee of \$50.00 per child will be charged to you for the second missed appointment, and a \$100 fee per child for the third missed appointment, after which the practice reserves the right to dismiss patients due to repeated rescheduling or missed appointments per family. No future appointments can be scheduled.

Additionally, if a patient is more than 10 minutes late without prior notice for a scheduled appointment, we will consider this a missed appointment and the \$50.00 cancellation fee will be charged.

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 thank you for your patronage.

I have read and understand the Appointment Cancellation Policy of the practice and I agree to be bound by its terms. I also understand and agree that such terms may be amended from time-to-time by the practice.

I, _____ (print name), have read and understand the terms of Dr. Maria Evangelisti's Appointment Cancellation Policy.

Signature of Parent

Date