

## **Cancellation Policy**

Thank you for choosing Belmont Dental as your dental care provider. We make every effort to schedule your treatment at a convenient time for you. We are committed to improving your overall dental experience. It is our goal to keep our office running on time. Therefore, it is very important that our patients keep their appointments as scheduled.

We request a 48- hour notice if you need to make appointment changes. We do understand that there are emergency situations and unforeseeable events that occur. In this case please make us aware of any situation in which your appointment can not be kept as soon as possible. Our policy concerning cancelled and failed appointments is as follows:

- A patient with an appointment must call at least 48 hours in advance prior to cancelling or rescheduling their appointment time.
- Missed appointments and same day cancellations and/or rescheduling can result in a charge of \$36.00 per occurrence, which will be billed directly to you.
- If there are 3 instances of missed appointments and/or same day cancellations within 1 year, it will be at the discretion of the provider if a patient will be released from the practice. If released from the practice we will provide treatment for up to 30 days on an emergency basis only. At that time, we will give you the opportunity to find another dental care provider.

I, \_\_\_\_\_ acknowledge and understand the policy stated above.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_