



Cancellation and “No Call – No Show” Fee Policy

At Uptown Family Dentistry, our goal is to provide quality dental care in a timely manner. Each time a patient is late or misses an appointment without providing proper notice, another patient is prevented from receiving care. **Please be courteous and call the office if you are unable to attend an appointment.** This time will be reallocated to someone who is in urgent need of dental treatment.

If it is necessary to cancel your scheduled appointment, we require that you give a 12-24 hour advance notice. Available appointments are in high demand and your early cancellation will give another patient the possibility to have access to routine and emergency dental care.

A “no call – no show” is anyone who misses an appointment without cancelling it by 9:00 a.m. one working day in advance or anyone who does not show up to a scheduled appointment. We do understand that emergencies arise where early cancellations may not be possible. But we do ask that if you are unable to keep your appointment that you call prior to your appointment time.

Uptown Family Dentistry reserves the right to charge a fee of \$25.00 for general appointments and \$50 for procedure appointments that are missed or not cancelled with advanced notice of 12-24 hours

- This fee is billed to the patient
- This fee is not covered by insurance
- This fee must be paid prior to your next appointment
- Multiple no shows will result in termination from our practice

Thank you for your understanding and cooperation as we strive to serve the needs of all of our patients.

By signing below, you acknowledge that you have received this notice and understand this policy.

Printed Name

Date

Signature