

ADULT AND PEDIATRIC DENTAL CARE
50 GRAND ST.
COLDWATER, MI 49036
(517) 278-8289

CANCELLATION POLICY

Welcome to our practice. We are genuinely pleased that you have chosen our office for your dental care. In order for your treatment to be successful, it is very important that you understand our cancellation policies, therefore I would like to take a moment to explain them.

We begin confirming appointments two (2) days prior to your scheduled appointment. We will leave a message on your answering machine or with someone who answers if you are not at home. **It is very important that you return our phone call to confirm your appointment.** If a confirmation call is not returned to us within 24 hours of your scheduled appointment time, then that appointment will be removed. If you do not have a home or work phone it is very important you call or stop by the office to confirm, failure to do so will result in us removing your scheduled appointment.

If you have confirmed an appointment but then fail to show up for that confirmed appointment, then you and your family will be dismissed from the practice. Therefore, it is very important that you give us as much notice as possible if you cannot make your scheduled appointment.

As you can see confirming and showing up for your scheduled appointment is very important to both you and our office. By failing appointments, this causes considerable loss to us and to other patients who want an appointment at an earlier date, and, of course, it seriously interrupts the continuity of your care.

Should you have any question regarding our cancellation policies please feel free to speak to the front desk.

Sincerely,

Adult and Pediatric Dental Care

Patient or Parent Signature: _____

Date: _____