



Cancellation, No Show, Missed Appointment & Late Arrival Policy

Patient's Name: _____ Date of Birth: _____
(Printed) Last First

Renew Dental, PLLC is committed to providing all our patients with exceptional care. When patients cancel without giving enough notice, they prevent another patient from being seen.

A "No-Show" or "Missed" appointment is when any scheduled appointment in which the patient either:

- Does not arrive for the appointment
- Cancels under the policy notice for the appointment
- Arrives more than 15 minutes late for the scheduled appointment

Our office will attempt to contact you two (or five) business days prior to your scheduled appointment as a courtesy to remind you of your appointment. We would appreciate a call back to confirm your appointment.

Office Visit (1 hour or less) – requires **two (2) business days prior** to your scheduled appointment to notify us of any changes or cancellations. **To cancel a Monday** appointment, please **call our office by 12:00PM on Wednesday** the week before.

Extensive Office Procedure (more than 1 hour) – requires **five (5) business days prior** to your scheduled appointment to notify us of any changes or cancellations. **To cancel a Monday** appointment, please **call our office by 12:00PM on Monday** the week before.

If prior notification is not given, you will be charged **\$200 per hour scheduled** for the missed appointments; this will not be covered by your insurance company.

We will require that patients pay their balance prior to receiving further care and being rescheduled in our office. Patients with a balance over \$200 must make payment arrangements prior to rescheduling.

Please indicate your understanding of this policy as described above by signing below.

Signed: _____ Date: _____
Patient

Parent/Legal Guardian (Guarantor of Payment)

Relationship to Patient: _____

Name (printed): _____

Signed: _____ Date: _____

Staff: _____