



## **24 HOUR APPOINTMENT CANCELLATION POLICY**

**Carolina Family Dentistry has a 24 hour cancellation/rescheduling policy. This policy is in place out of respect of doctors, staff, and our patients. If you miss your appointment, cancel or change your appointment with less than 24 hours notice, you will be charged \$75.**

**Due to instances of missed appointments, patients who do not call the office to confirm their appointment times may lose their appointment slots. In the event that you do not confirm your appointment and it is still feasible to see you, we will be happy continue with the planned treatment. Unfortunately, if another patient needs to be treated and your appointment has not been confirmed within the 24 hours we will have to give that patient priority.**

**Unavoidable circumstances may warrant special consideration, but please note that the above charges will apply to most cancellations. Reminder calls are given as a courtesy. However, it is your responsibility to know when your appointment is scheduled and to call to confirm your appointment in order to reserve your scheduled appointment time. Appointments that are not confirmed may not be reserved.**

**Thank you for understanding the importance of keeping your appointment.**

**To cancel or reschedule an appointment, please call (919) 231-3251**

**Calls left on the answering machine will be logged at the time they came in.**

**By signing below, you acknowledge that you have read and understand the Cancellation Policy for Carolina Family Dentistry as described above.**

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**Printed Name**

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**Signature**

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**Date**