

GAITHERSBURG DENTAL ASSOCIATES

8 Russell Avenue, Suite 104
Gaithersburg, MD 20877

Appointment Cancellations/No Show Policy

1. *Cancellation/No Show Policy for Doctor and Hygienist Appointments*

When you make an appointment with Gaithersburg Dental Associates, a room is reserved for your particular dental needs, your records are prepared, and special instruments are readied for your visit. We understand that there are times when you must miss an appointment due to emergencies or obligations for work or family. However, when you do not call to cancel an appointment, you may be preventing another patient from getting much needed treatment.

If an appointment is not cancelled at least twenty-four (24) hours in advance you will be charged a fee per occurrence; this fee will not be covered by your insurance company.

2. *Scheduled Appointments*

We understand that delays can happen however we must try to keep the other patients, doctors, and hygienists on time. Accordingly, if a patient is fifteen (15) minutes past their scheduled time we will have to reschedule the appointment.

If a patient is fifteen (15) minutes past their scheduled time and we will have to reschedule the appointment a fee will be charges per occurrence; this fee will not be covered by your insurance company.

3. *Repeated Cancellations and Missed Appointments*

In addition to the cancellation/no-show fees, repeated cancellations or missed appointments may result in loss of future appointment privileges or the practice may elect to terminate its relationship with you.

Acknowledged by:

Patient or Guardian Name: _____

Patient or Guardian Signature: _____ Date: _____