



### CANCELLATION AND NO-SHOW POLICY

We take this subject seriously at Dr. Seelye’s office because it can make the difference in your oral health. Our office will always prescribe a set frequency of cleanings and/or treatment. Showing up as scheduled for these visits is one of your most important jobs.

- \_\_\_\_\_ (initial) If you are unable to attend an appointment, we require 2 business days’ notice. Business days are Tuesday – Friday. If you cancel without this notice, or simply do not show up to your appointment, ***you will be charged a \$45 missed appointment fee***. This fee is not covered by your insurance and is your personal responsibility. This fee must be paid prior to your next scheduled appointment.
- \_\_\_\_\_ (initial) Two or more short-notice cancellations or failed appointments may result in dismissal from the practice. We cannot continue to take time away from patients who need care.

When our patients don’t arrive to their scheduled appointment there are three people effected: you, the patient, because you are not receiving the care prescribed by our office; our staff, who now have a space in their schedule which was reserved for you personally; and another patient who could have been scheduled for that treatment time. If we work together in this respect, we can effectively care for all our patients in the most timely matter.

Text and email messages are available. This helps remind you when you have an appointment so that you can attend or reschedule within the appropriate time frame and avoid a fee. Please select your option below:

Phone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

\_\_\_\_\_  
Patient or Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name