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Aesthetic, Implant & Restorative Dentistry
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Office Policy for Appointment Cancellation

Welcome to the office of Dr. Helma Philips! Thanks for choosing our office. We want you to know we care about your teeth and you care about you as a patient and as a friend.

The following information outlines our office cancellation policy:

Your appointment time is very important to us as this time is set aside specifically for you. In the event you need to cancel an appointment, we require at least a **24-hour notice** (a cancellation for Monday needs to be made by Friday).

If we do not get at least 24-business-hour notice of your cancellation, we may not be able to schedule another patient who needs that time slot.

The first time you cancel late or simply miss an appointment, we are going to waive a late charge.

In the event of another late cancellation/no show, there will be a \$100 charge if the appointment was with the hygienist and a \$200 charge if the appointment was with Dr. Philips.

Out of respect for other patients and the doctor's time, please come on time for your appointments.

Thank you for your support!

I acknowledge the cancellation policy,

Patient's Signature: _____ Date: _____