

MADISON FAMILY DENTAL PROF LLC CANCELLATION/ NO SHOW POLICY

We strive to provide excellent dental care to you, your family, and all of our patients. In order to do so effectively and efficiently, we have developed an appointment system that sets ample time for a patient.

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. "No- shows", and late cancellations inconvenience those individuals who need access to dental care in a timely matter. In an effort to reduce the number of such occurrences, we have implemented a cancellation and no show policy and it is effective immediately.

Our policy is as follows:

1. We request you give our office a 24- hour notice in the event that you need to reschedule your appointment, our phone number is 605-256-2670
2. If you miss an appointment and do not contact us with at least 2 hours prior notice, we will consider this a missed appointment and a \$50.00 no- show fee will be assessed to you. This applies to late cancellations and "no-shows"
3. If you are late for an appointment, you will be seen as soon as possible, though we may need to shorten your appointment.
4. Our office makes reminder calls for appointments. If you are registered for our email and texting system you will get reminders this way. **It is ultimately the patient's responsibility to remember their scheduled appointments.**

This fee will be billed to you directly and is not covered by your insurance. This balance must be paid prior to your next appointment. If you do not have a scheduled appointment, the balance is expected in a timely fashion and if not, will be subject to collections.

We thank you for trusting us with your dental care.

I have read and understand the Madison Family Dental Prof LLC Cancellation/ No Show Policy and agree to the terms of this policy

Printed name _____

Signature _____

Date _____