



## **No-Show/Missed Appointment Office Policy**

When we book your appointment, we are setting aside a dedicated chair and time slot just for you. We only ask that if you must reschedule an appointment, please provide at least 48 hours' notice(2 Business Days). This courtesy makes it possible to give your reserved another patient who would be more than happy to accept.

**There is a charge of (\$75) per hour for not showing up for scheduled appointments.**

***\*Repeated cancellations or missed appointments will result in loss of future appointment privileges.***

Every patient in our practice receives this unique reservation. When your appointment is made, a time is reserved, materials are ordered, and we make special arrangements to be ready for your visit. Except in a case where emergency treatment for another patient is necessary, you can expect us to be prompt. We, of course, would appreciate the same courtesy from you.

---

## **Credit Card Appointment Reservation Form**

**Please take note. The card provided below will be charged on the day of your scheduled appointment if you do NOT cancel within the requested 48-hour notice period.**

Credit card # \_\_\_\_\_

(Circle one) – M/C – Visa – Disc – Amex

Expiration date \_\_\_\_\_

CC security code (3 digits) \_\_\_\_\_

Amex sec code (4 digits) \_\_\_\_\_

Patient name \_\_\_\_\_

Patient signature \_\_\_\_\_

Date \_\_\_\_\_