



Dental Appointment Cancellation/No Show Policy

Thank you for trusting your dental needs to Care Dental Spa. When you schedule an appointment with Care Dental Spa, we set enough time to provide you with the highest quality care. Should you need to cancel or reschedule an appointment, **please contact our office no later than 24 Business hours prior to your scheduled appointment.** This gives us time to schedule other patients who may be waiting for an appointment as well as reschedule your appointment in a timely manner. Please see our Appointment Cancellation/No Show Policy below:

- **Effective September 1, 2023** any established patient who fails to show or cancel with **at least 24 business hours notice** will be considered a No Show and charged a **\$45.00 fee.**
- If a third No Show/Reschedule with no **24 hour notice** should occur the patient may be **dismissed from Care Dental Spa.**
- Any **New Patient** who fails to show for their initial visit **will NOT be rescheduled.**
- This fee is charged to the patient, **NOT** the insurance company, and payment will be due **at the time of the patient's next office visit.**
- As a courtesy, when time allows, we make reminder calls for appointments 48 hours in advance. If you do not receive a reminder call or message, the above Policy **will remain in effect.**

We understand there may be times when an unforeseen emergency occurs and you may not be able to keep your scheduled appointment. If you should experience extenuating circumstances, please contact our Office Manager. **You may contact Care Dental Spa 24 hours a day, 7 days a week at 254-773-0055.** Should it be after regular business hours, please leave a detailed message on the office voicemail.

Signature

Date