The Salvation Army Dental Center

“No Show” and Appointment Cancellation Policy

We have set aside time to provide the very best dental care for you and your family members. It is important that you attend all scheduled appointments. Because we have arranged to have our staff prepared for your visit, please notify the Salvation Army Dental Center at least 24 hours in advance if you cannot keep your appointment. If you miss your appointment without notice, it leaves a space in our schedule that we are unable to fill with another person who needs care.

Please keep your appointment reminder card in a safe place and we recommend that you use a calendar or other tool so you do not forget your appointment. As a courtesy to you, we will call you 48 hours in advance to remind you of your appointment date and time. **If you move or change your phone number, please contact our office so we have the most up to date contact information. If we cannot reach you about your scheduled appointment, we reserve the right to change your appointment date and time, if you show up 10 to 15 minutes late we have the right to reschedule your appointment, and also your appointment time is subject to change, so please verify the time within 24 hrs.**

After each “no show”, your file will be noted and a “no show” appointment, cancelled day of appointment or reschedule day of appointment results in a $20.00 charge that must be paid before we can reschedule your appointment. After three “no shows”, you will be dismissed from our office.

We appreciate your understanding and cooperation with this new policy. Your signature below indicates that you have read and agree to follow our policy regarding scheduled appointments.

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Patient Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Parent/Guardian