**Office Policy for No Shows**

As an office, we do not like the idea of having to dismiss any of our patients. However, no shows and last minute cancellations have become a real problem. When we schedule an appointment for a patient we try to set aside that time just for you. We set up our treatment room just for you and the particular treatment you will be having done. When you do not show up for your appointment or cancel at the last minute it leaves us with no patient and no time to fill the appointment with someone else. The doctor still has to pay his staff and utilities for this time even though he has no patient. As a doctor this can be devastating to your practice.

If you cannot make your appointment all we ask is for a 24 hour notice. This allows us to fill your appointment with someone else who may need an earlier appointment. If you have three no shows or last minute cancellations with our office, we will have no choice but to dismiss you from our practice. Remember, we cannot run a successful practice without your help. Thank You!

I understand the office policy on no shows and last minute cancellations.

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Patient Name Signature Date