

## Cancellation Policy

**Patient Name:** \_\_\_\_\_ \* \_\_\_\_\_ \* \_\_\_\_\_  
Last First MI Preferred Name

We understand that unplanned issues can come up and you may need to cancel an appointment. If that happens, we respectfully ask for two business days notice for all cancellations. For example, an appointment on Monday at noon will need to be moved or cancelled before noon on the previous Thursday.

Failure to show for your appointment or cancellations within two business days time will be subject to a cancellation fee.

Our doctors & hygienists want to be available for your needs and the needs of all our patients. When a patient does not show up for a scheduled appointment, another patient loses an opportunity to be seen. It also affects our ability to cover the costs of staffing and overhead..

A cancellation fee will be charged in the following circumstances:

1. Not showing up to your appointment.
2. Cancelling or rescheduling your appointment under 2 business days before your appointment start time.

In all the above cases, the charge assessed will depend on the original scheduled length of your appointment, with the cost being one dollar per minute of the appointment length.

For example:

For 60-minute appointments, the fee is \$60.00

For two-hour long appointments (120 minutes), the fee is \$120.00

The fee can be waived in cases of genuine extenuating circumstances.

\* **By checking this box, I agree to the above cancellation policy. I give Cambridge Smiles permission to bill me the appropriate cancellation fee if I miss an appointment or cancel after the 2 business day mark.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Response Date: \_\_\_\_\_