

CYPRESS DENTAL

CANCELATION/MISSED APPOINTMENT POLICY

Our goal is to provide quality dental care in a timely manner. In order to do so, we have had to implement an appointment cancelation policy. This policy enables us to better utilize available appointments for our patients in need of dental care.

Cancelation of an Appointment:

In order to be respectful of the dental needs of other patients, please be courteous and call Cypress Dental promptly if you are unable to attend an appointment. This time will be reallocated to someone who is in urgent need of treatment. If it is necessary to cancel your scheduled appointment, we require that you call at least 24 hours in advance, and calling early in the day is appreciated. Appointments are in high demand and your early cancelation will give another person the possibility to have access to timely dental care.

How to cancel your appointment:

To cancel appointments, please call 832-427-6620. If you do not reach the receptionist you may leave a detailed message on the answering machine. If you would like to reschedule your appointment, please be sure to leave us your phone number and the best time to return your call.

Late Cancelation:

Late cancelations will be considered as a "No-Show"

No Show Policy:

It is considered a "No-Show" when someone misses an appointment without canceling it in an adequate manner. A "No-Show" inconveniences those individuals who need access to dental care in a timely manner. A failure to be present at the time of a scheduled appointment will be recorded in the patient's chart as a "No-Show" and will result in a fee of \$25.00 billed to the patient's account. By signing below, I acknowledge that I am responsible for the **\$25.00 fee if I fail to meet my appointment.**

Signature

Date