

# KANATA DENTAL CENTRE CANCELLATION POLICY

To provide efficient service to all our patients, we would like to advise you of our policies regarding cancellations and missed appointments.

**It is very important that you only schedule only those appointments that you intend to keep, that you arrive on time and that you attend all scheduled appointments.**

Please read the following and if you have any questions or concerns, one of our receptionists would be happy to discuss this with you.

**If you must cancel an appointment, please note the following:**

1. Except for **true** emergency situations, we require **48hrs** notice for a cancellation.
2. Less than **48hrs** notice, or missed appointments will result in a \$50.00 charge.
3. Dental insurance does not cover this charge.

Return this form to the front desk staff after you have signed and dated below.

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Signature

Date