



R I D G E C O M M O N S

FAMILY DENTISTRY

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NO-SHOWS AND LATE CANCELLATIONS POLICY

Our goal at Ridge Commons Family Dentistry is to take very good care of you. To ensure that our doctor have maximum availability for all patients, it is necessary for our clinic to have a no-show/late cancellation policy. When we make your appointment, we are reserving a room for your particular needs. We ask that if you must change an appointment, please give us at least **24 hours notice**. This courtesy makes it possible to give your reserved room to another patient who would like it.

We do understand that on occasion an unforeseen circumstance does arise and the need to cancel your scheduled appointment may be necessary. We also know situations arise that prohibit you from giving us the 24 hour notification and we will take these into consideration.

The following no-show/late cancellation guidelines will be assessed:

1st No Show/Late Cancellation/Reschedule: warning and attempt to reschedule

2nd No Show/Late Cancellations/Reschedule: account will be flagged

3rd No Show/Late Cancellations/Reschedules: **\$25** cancellation fee will be billed to your account and to any future missed appointments. Repeated No Show/Late Cancellations/Reschedules could result in dismissal from our clinic.

We feel that our patient's time is valuable. When your appointment is made, a room is reserved, your records are prepared, and special instruments are readied for your visit. Except for emergency treatment for another patient, you can expect us to be prompt. We, of course, would appreciate the same courtesy from you.

I have read and understand the terms of Ridge Commons Family Dentistry's No-Show/Late Cancellation policy.

Signature of Patient or Parent/Legal Guardian

_____/_____/_____
Date

