

Cancellation Policy

Dr. Richard Champagne and Associates strives to deliver the highest level of dental services in the most respectful and compassionate way possible. However, it is difficult to provide access to care when appointment slots go unfilled because patients cancel at the last moment or simply do not show up. We are asking all patients be mindful of our requirement to provide at least 24 hours notice whenever an appointment cannot be kept. **After hours, a message can be left on our answering machine by calling our regular office telephone number. An appointment is considered "missed" if 24 hours notification is not given.**

In order to maximize scheduling efficiency and patient access care, we are forced to implement the following policy:

For a missed appointment, a credit card number will be required before another appointment will be scheduled. If that appointment is missed or cancelled with less than 24 hours notice, \$125 will be charged for **each** half hour that was scheduled with the doctor, and \$30 for each half hour scheduled with our hygienist.

I have read and agree to comply with the above notification requirements and charges for noncompliance.

Patient Name (Please Print): _____

Patient's Signature: _____ Date: _____