

## Appointments and Cancellation Policy

When we make your appointment, we are reserving time and a room for your treatment. There are many steps we take to prepare your appointment: a room is reserved for you, your records are prepared, special instruments are readied for you, and Dr. Chang is reviewing your individual needs for your procedure. No-shows and late-cancellations cause problems that go beyond a financial impact on our practice, it delays the delivery of your dental care. We feel that our patient's time is valuable and try to accommodate with your personal schedule. We would appreciate this courtesy from you.

Repeated cancellations or missed appointments will result in loss of future appointment privileges and you may be dismissed from our office. This policy has been established to help us serve you better.

I would like to be notified via:    TEXT    EMAIL    CALL    USPS MAIL

Our staff will try their best to contact you thru the desired media.

**Please respond to this reminder by CONFIRMING your reservation time.**

**If you cannot make your appointment, please call our office immediately or give us a 48 hour notice.**

I have read and understand the cancellation policy. Should my plans change I will call the office to change my appointment.

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Signature

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Date