



JOSE I. ARAUZ, D.M.D.
 The Expertise You Need. The Care You Deserve.
 Jacksonville's Dental Implant Specialist



Appointment Cancellation Policy

Our office strives to offer excellent periodontal care to you and all of our patients. In an attempt to be consistent with this, we have an **Appointment Cancellation Policy** that allows us to schedule appointments promptly for all patients. When your appointment is made, a room is reserved, your records are prepared, and special instruments are arranged for your visit. Appointments are in high demand, and your early cancellation will give another person the possibility to have access to timely periodontal care.

Our policy is as follows.

We require that you give our office two working office days notice in the event that you need to reschedule your appointment – if your appointment is on a Monday, you will need to notify us on Wednesday as our office is open Monday through Thursday. This allows for other patients to be scheduled into that appointment. If you miss an appointment without contacting our office within the required time, this is considered a *missed appointment*. A fee of \$50.00 will be charged to you. This fee cannot be billed to your insurance company and will be your direct responsibility.

Additionally, if you are more than 15 minutes late without prior notice for your scheduled appointment, we will consider this a missed appointment, the \$50.00 cancellation fee will be charged and we will reschedule your appointment.

If you have any questions regarding this policy, please let our staff know and we will be glad to clarify any questions you may have.

We thank you for being a patient at our office.

*I have read and understand the **Appointment Cancellation Policy** of the practice of Dr. Jose I Arauz, DMD, PA and I agree to be bound by its terms. I also understand and agree that such terms may be amended from time to time by the practice.*

I, _____ (print name) have received a copy of Appointment Cancellation Policy.

 Signature

 Date