



Woods Lake Dental Cancellation Policy

Thank you for trusting Woods Lake Dental with your dental health care needs. When scheduling appointments, we reserve enough time to provide you with the highest quality of care. Should you need to cancel or reschedule your appointment, please contact our office **48 hours prior** to your scheduled appointment. This gives us time to schedule other patients who may be waiting for an appointment.

Late Cancellation Policy

If you miss an appointment without contacting our office within the required time, Woods Lake Dental reserves the right to charge a **\$50.00 fee per hour** for any appointment that is missed, late or cancelled, without a 48-business hour advance notice.

- We understand that unforeseen circumstances may occur that make it difficult to keep your appointment. On the **first** occasion that our office is not contacted with a 48-hour advance notice for an appointment, we will make a note in your patient chart and reschedule you for another time.
- On the **second** occasion, the cancellation fee will be applied, and a note will be made in your patient chart.
- On the **third** occasion that we do not receive a 48-hour advance notice, the cancellation fee will be applied, and we reserve the right to decline further appointments with the patient.

Late Arrival

If you are more than 15 minutes late to a scheduled appointment, we will no longer have enough time to provide you with high quality care and will not be able to continue with your appointment. This will be considered a missed appointment, and the late cancellation policy and charges will apply.

We understand that unforeseen emergencies occur, and you may not be able to keep your scheduled appointment, including illness, transportation, etc. If you experience extenuating circumstances, please contact our office staff and we can waive the cancellation fee at our discretion. You may contact Woods Lake Dental at any time; if your call is after regular business hours you may leave a message.

I have read, understand, and agree to all the terms outlined above in the Woods Lake Dental Cancellation Policy.