

No Show/Late Cancellation Policy

This policy has been established to help us serve you better.

It is necessary for us to make appointments in order to see our patients as efficiently as possible. No-shows and late-cancellations cause problems that go beyond a financial impact on our practice. When an appointment is made, it takes an available time slot away from another patient. No-shows and late-cancellations delay the delivery of healthcare to other patients, some who are quite ill.

A “no-show” is missing a scheduled appointment. A “late-cancellation” is canceling an appointment without calling us to cancel within 24 hours of an office appointment or 72 hours in advance of a procedure.

We understand that situations such as medical emergencies occasionally arise. These situations will be considered on a case-by-case basis.

A charge of \$75.00 will be assessed for each no show or late cancellation office visit appointment if less than 24 hours’ notice is given. A deposit of \$200.00 will be required for all procedures.

Please understand that insurance companies consider this charge to be entirely the patient’s responsibility.

To cancel or reschedule an appointment please call Azalea Road Dental at 251.666.1310 and speak to a team member. This policy is in effect to ensure that all of our patients have the opportunity to be seen in a timely manner.

Please fill in the credit card information for us to keep on file, and sign below authorizing us to process payment in the event of the no show or late cancellation.

Credit card number	exp date	3-digit CVV code
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Address	City,	State	Zip code
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_____ Date _____

Patient Acknowledgement

_____ Date _____

Witness