

## **Cancellation Policy**

Here at the office of Dr. Madry your dental appointments are reserved just for you. We know how valuable your time is & we make every effort to keep you from waiting. We want to make sure that you are fully informed about our cancellation policy guidelines moving forward in our dental practice.

We reserve 1 ½ hours for your first dental appointment. During your first visit we will obtain the necessary dental records & perform a dental cleaning. Dr. Madry will do a comprehensive examination & discuss with you any treatment recommendations & needs you may require.

Our office does require 24 hours notice for any schedule changes to avoid a \$45.00 cancellation fee.

If you are more than 20 minutes late without prior notice for a scheduled appointment, we will consider this a missed appointment. You will be responsible for a \$45.00 missed appointment fee.

If you would like us to bill dental insurance, you are required to give us all the required insurance information at least 48 hours in advance. This time is necessary to help verify your coverage & to better inform you. If you are not able to provide us your complete insurance information, you will have to pay for the visit in full & get reimbursed by your insurance. This is the best way for us to serve our patients & give accurate information & treatment estimates.

When you make your appointment, we do gather information. This will allow us to send you appropriate information & required dental forms for you to fill out prior to your dental appointment. If you are unable to do the forms ahead of time, we ask that you arrive 15 mi nutes early to your appointment so you can complete the forms in the office.

## If you miss your first appointment without a call or 48 hours notice, you will not be offered another appointment with our dental office.

If a message is left after business hours cancelling an appointment for the next day, this will be subject to our guidelines. We do understand that circumstances do arise that are unavoidable, those can be taken into consideration.