Cancellation Policy for the

Office of Dr. Edward Chappelle, Jr. DDS

Due to the recent increase in failure to show for appointments and cancellations with little notice, we would like to remind all of our patients of our cancellation policy.

If you are unable to keep an appointment, we ask that you give us notice of ***2 business days*** to either cancel or reschedule that appointment. Cancellations with less than 2 business days notice will be subject to a minimum $50 cancellation fee (the fee may increase for long appointments).

Please note that the terminology in our policy has changed from 48 hours notice to ***2 business days***. The reason for the change is that we receive messages on our answering machine on the weekends, when the office was closed, for cancellations on Monday and Tuesday. This does not allow us an opportunity to fill the opening caused by the cancellation.

Therefore, we do not, under any circumstances, accept cancellations left on the answering machine. If you need to cancel or change an appointment, you may do so during business hours. If after hours, please leave a message and we will return your call when the office reopens.

Lastly, if a patient has frequent or recurrent last minute cancellations, we reserve the right to require a deposit in order to put that appointment back into our schedule.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have read the above cancellation policy and understand its contents.

Sign \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_