
Appointment Policy

Patient Name: John S Doe

Birth Date: 9/5/2014

Appointment Policy

Missed Appointment Policy

Our goal is to provide quality health care to all our patients in a timely manner. No-shows, late arrivals, and cancellations inconvenience not only our providers, but our other patients as well. Please be aware of our policy regarding missed appointments.

Appointment Cancellation

When you book your appointment, you are holding a space on our calendar that is no longer available to our other patients. In order to be respectful of your fellow patients, please call Gentle Family Dentistry of South Lyon, 248-486-1730 as soon as you know you will not be able to make your appointment.

If cancellation is necessary, we require that you call at least 24 hours in advance. Appointments are in high demand, and your advanced notice will allow another patient access to that appointment time.

How to Cancel Your Appointment

If you need to cancel your appointment, please call us at 248-486-1730 between the hours of 8:00am- 6:00pm. If necessary, you may leave a detailed voicemail message. We will return your call as soon as possible.

Late Cancellations/No-Shows

A cancellation is considered late when the appointment is cancelled less than 8 hours before the appointed time. A no-show is when a patient misses an appointment without cancelling. In either case, we will charge the patient a \$70.00 missed appointment fee.

For new patients' first appointments, a no show or late cancellation will result in a full charge of the new patient fee.

Signature

Date of signing	9/5/2023
Name	Jane Roe
IP Address	127.0.0.1

Signature

Date of signing	9/5/2023
Relationship to the patient	Guardian
Name	Jane Roe
IP Address	127.0.0.1

Signature