



## Appointments and Cancellation Policy

We understand that personal schedules may get interrupted, so we ask that you contact us as soon as possible if you are unable to keep your appointment. However, because we reserve time especially for you, broken appointments negatively impact both our schedule and the care for other patients. Therefore, **we require 2 business days notice of cancellation.** Please note: Monday appointments must be cancelled by Thursday to avoid a potential fee. Cancellations may be made by emailing [info@Atlantic-Dental.com](mailto:info@Atlantic-Dental.com) or by calling (910) 762-0958. Cancellations cannot be made through text.

A Cancellation fee may be charged in any of the following scenarios:

- No show for an appointment without any notice to the office
- Cancellation or broken appointment with less than 2 business days' notice

Cancellation fees are \$25 for hygiene appointments and \$50 for doctor treatment appointments.

Please note, patients who miss more than 2 appointments within an 18-month period may be required to pre-pay for any future appointments. Patients with a history of multiple cancelled or broken appointments may result in dismissal from our practice.

## Returned Checks

There will be a \$25 fee for returned checks.

## Past Due Finance Charges and Penalties

Monthly finance charges of 1.5% (minimum fee is \$1) will be added to accounts which are over 60 days past due.

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Thank you for understanding our financial and insurance policies. If you have any questions do not hesitate to ask us as we are here to assist you.

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Patient Name (please print)

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Patient Signature Date