



Cancellation Policy for Dental Appointments

Our goal at Taylor Brook Dental Associates is to provide quality dental care in a timely manner. In order to do so we have revised our Cancellation Policy. This policy enables us to better utilize available appointments for our patients in need of care.

We ask patients to give us **48 business hours' notice if they cannot keep an appointment**. Appointments are in high demand, and your early cancellation will give another patient the possibility to have access to timely dental care.

- A **failed** appointment is an appointment that is cancelled/rescheduled **without 48 business hours'** notice or an appointment where a patient does not show up.
- TBDA reserves the right to charge a fee of **\$100 per failed appointment**. These fees are not covered by insurance and therefore the sole responsibility of the patient.
- After a **failed** appointment we may require a deposit of up to 100% that will be applied to your appointment, in order to reserve any future appointments.
- After three (3) **failed** appointments you risk being dismissed from the practice.

Thank you for your understanding and cooperation.

We value your business and look forward to serving you.

NOTICE OF PRIVACY PRACTICES

Acknowledgment of Receipt

We are required by applicable federal and state law to maintain the privacy of your health information. We are also required to give this Notice about our privacy practices, and our legal duties and your rights concerning your health information. We must follow the privacy practices that are described in the Notice while it is in effect. This notice takes effect immediately and will remain in effect until we replace it. We reserve the right to change our privacy practices and the terms of this Notice at any time, provided such changes are permitted by applicable law. **You may request a copy of our notice at any time.**

Print Patient Name

Signature

Date

Rev 4/2023