



HOFFMAN ESTATES DENTAL PROFESSIONALS

Late Cancellation Policy

Most of our dental appointments are scheduled for 1-2 hours long. Therefore, if a patient cancels their appointment at the last minute or does not come to their appointment, a lot of time is wasted when another patient could have had that appointment time.

Our office will call to remind you of your upcoming appointment 48 hours prior to your appointment. We ask that you call back to confirm your appointment if we leave a message.

Our office requires a 24 hour notice if you need to cancel or change your appointment. If you cancel or change your appointment with less than 24 hours' notice, we reserve the right to charge a \$50 late cancellation fee.

Patient Name: _____ Date of Birth: _____

Relationship to patient: _____

Signature: _____ Date: _____