

**J. RANDALL KORNEGAY, D.M.D.**

**CANCELLATION AND NO SHOW POLICY**

We understand that situations arise in which you must cancel your appointment. If that happens, we respectfully ask for scheduled appointments to be cancelled in advance. This will enable another person who is waiting for an appointment to be scheduled in that appointment slot.

**Appointments will need to be cancelled by noon 2 days prior to the scheduled appointment. Monday and Tuesday appointments will need to be cancelled the Wednesday before by noon. If an appointment is not cancelled in advance you may be subject to a \$50.00 administrative fee. Just a reminder our office is not open on Friday.**

**Patients that miss their appointment are considered a “no show” and may also be subject to a \$50.00 administrative fee. This is the minimum amount that you can be billed. If your appointment is for longer than 30 minutes the charge will be more.**

The Cancellation and “No Show” administration fees are the responsibility of the patient and must be paid in full to reschedule an appointment.

Our practice believes that good physician/patient relationship is based upon understanding and good communication. Thank you for being a valued patient. This policy will enable us to open otherwise unused appointments to better serve the needs of all patients.

Please sign that you have read, understand and agree to this Cancellation and No Show Policy.

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Signature Patient/Guardian

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Date