



Suk young Ahn DDS
DENTISTRY FOR CHILDREN & TEENS

Appointment Cancellation/No Show Policy

Our goal is to provide quality dental care in a timely manner. In order to achieve our goal, we have implemented an appointment cancellation policy. This policy enables us to better utilize available appointments for patients in need of dental care.

Appointment Cancellations:

In order to be respectful of the dental needs of other patients, please be courteous and call our office promptly if you are unable to attend an appointment. This time will be reallocated to someone else in need of dental care. If it is necessary to cancel your scheduled appointment for any reason, we ask that you call us as soon possible or within at least **48 hours** prior to your appointment time. Appointments are in high demand and your early cancellation will give another person the possibility to have access to timely dental care. Any appointments that are cancelled without a 48 hour notice are considered "late cancellations." Those with multiple late cancellations will be treated as a no show. All late cancellations and no show appointments will be recorded in the patients' chart. Multiple late Cancellation /No Show fees of **\$55.00** may be billed to the patient for each no show appointment and/or for multiple late cancellations.

How to Cancel Your Appointment:

To cancel or reschedule an appointment, please call **(530) 342-0104**. Keep in mind that our operating hours are between **8:00am and 5:00pm Monday through Wednesday and Thursday from 8am-2pm**. For Monday appointments make sure to call the office on the Thursday prior.

No Show Policy:

A "no show" is someone who misses an appointment without calling to cancel or reschedule their appointment.

Acknowledgement of Receipt of Appointment Cancellation Policy:

Signature _____ Date: _____

Relationship to Patient: _____