



DR. RACHEL NAVANEELAN B.D.S.

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Cancellation, No Show and Late Arrival Policy

Your dental providers want to make sure that you and our other clients have access to high-quality dental care when you need it. To ensure maximum access to dental services for all our clients, please be aware of the following appointment policy:

Scheduled Appointment: If you cannot make your scheduled appointment, We ask that you call us as soon as possible and let us know 48hours in advance. This allows us enough time to offer your appointment to another patient in need of that time. Failure to provide at least 48hours notice counts as a missed appointment and a \$25 fee may apply.

Missed Appointment: Missed appointments will be documented in your dental record. If you miss more than three dental appointments you will no longer be able to schedule another appointment for routine care. You can still be seen for routine care on a time available basis only, but must realize that appointed patients and emergencies will take priority.

Late Arrivals: If you arrive more the 15 minutes late for your scheduled appointment you will be given one of the following options:

- You may reschedule the appointment
- Wait for the same-day opening in the schedule(if available), that will permit the scheduled work to be completed
- If possible, a portion of the scheduled work will be completed during the remaining appointment time.

If you have any questions about the Cancellation, No Show and Late Arrival Policy, please speak with any of our dental team members.

I understand and agree to abide by this Cancellation, No Show and Late Arrival Policy.

Patient Name

Patient /Guardian Signature

Date