

CANCELLATION POLICY

Our goal is to provide quality dental care in a timely manner. Our doctor and hygienists want to be available for your needs and the needs of all our patients. When a patient does not show up for a scheduled appointment, another patient loses an opportunity to be seen.

Cancellation of an Appointment:

In order to be respectful of the dental needs of other patients, please call Dr. Montoya's office promptly if you are unable to attend an appointment. This time will be reallocated to someone who is in urgent need of treatment. If you need to cancel or change your scheduled appointment, please call at least 24 hours in advance. Calling early in the day is appreciated.

How to Cancel Your Appointment:

To cancel appointments, please call 505-662-5666. If you do not reach the receptionist you may leave a detailed voice message. Please be sure to leave us your phone number along with the best time to return your call.

Late Cancellations:

A cancellation with less than a 24 hour notice is considered a failed appointment.

Failed Appointment Policy:

A failed appointment is one **not** cancelled in a timely manner. A fee of \$40.00 will be charged for missed appointments. **Three failures may unfortunately result in dismissal from the dental practice.**

Thank you for your understanding.

Patient Signature

Date