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## Cancellation/Missed Appointment Policy

Our goal is to provide quality dental care in a timely manner. The appointment policy enables us to better utilize the time for our patients' dental needs.

### Cancellation of an Appointment:

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 who is in urgent need of treatment. If it is necessary to cancel your scheduled appointment, we kindly ask that you call at least **2 business days in advance**. Calling early in the day is appreciated. Appointments are in high demand, and your early cancellation will give another person the possibility to have access to timely dental care.

### How to Cancel Your Appointment:

To cancel appointments, please call our office at (619) 426-6891. If you do not reach the receptionist, you may leave a detailed message on the voice mail or text our office. If you would like to reschedule your appointment, please be sure to leave us a phone number where you can be reached and let us know the best time to return your call.

### Late Cancellations or Missed Appointments:

Late cancellations will be considered "Missed Appointments". Missed appointments will be charged at \$ 55.00 for appointments reserved for an hour or less, \$ 100.00 for appointment reserved for over an hour. \_\_\_\_\_ (patient initial)

### Missed Appointment Policy

A no-show is someone who missed an appointment without canceling it in a timely manner. No-shows inconvenience those individuals who need access to dental care. A failure to arrive at time of your scheduled appointment will be recorded in your account as a "Missed Appointment". After your third missed appointment, you will be considered for a dismissal as a patient.

Sincerely,

Dr. Parmar and Dr. Shah

Patient Signature:\_\_\_\_\_