

Reginald Pettaway, D.D.S.

Esthetic & General Dentistry

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Notice Of Cancellation Policy

Please be advised that we require at least a **24 hour** notice of an appointment cancelation or need to reschedule your appointment. If you are a no show, cancel or reschedule your appointment after the 24 hour time frame your account will be assessed a **\$25 "Broken Appointment"** fee.

For Saturday appointments, there is a minimum of a **48 hour** notice. We are only open two Saturdays a month and these are the most sought after days. For this reason we ask that you do your best to keep these appointments. If you cancel or reschedule after the 48 hours time frame to do so then your account will be assessed a **\$75 fee**. If you tend to continuously reschedule or cancel Saturday appointments we will not be able to provide those weekend appointments to you for a 6 month period. If it persists then we will have to change it to a year without being able to schedule a Saturday appointment.

We understand that it can be hard to keep up with appointments, we have an automated system that periodically reminds you of your appointment(s). If you do not receive these reminders please ask a front desk member how you can start receiving these notices so you can make sure you schedule accordingly. If you no longer receive these reminders and once did, you may need to check to see if your information has been updated.

If you have any questions or concerns please let one of our office staff members know.

Below you are signing that you have been made aware of our "Cancelation Notice" and that you understand our fees. Once signed a staff member will scan this into your patient file and you will receive your copy back for you safe keepings.

Patient/Parent Signature

Date

Staff Member Signature

Date

