**Office Policy-Cancelations, Late Arrival, Confirmations**

Craig G. Larson, D.D.S.

3445 Penrose Place, Suite 110

Boulder, CO 80301

303-44-4166

**Cancellations**

If you need to cancel your dental appointment, a 24 hour business day notice is requested. This gives us the

opportunity to fill the time with another patient who has been waiting for an appointment. To avoid a

cancellation fee, please call the office Monday-Thursday 7am-4pm. Notices left by voicemail

over the weekend may be subject to the fee. While we understand that some cancelations are

unavoidable, a $50 per cancelation fee per hour may be charged to your account. If you do not give a 24

hour notice of your cancelation.

**Confirmations**

Once you make an appointment with our office, you are solely responsible to remember and keep that

appointment. We will try to contact by email, and or phone reminder within a week of your appointment to help remind you. However, reminders are simply a courtesy and are not guaranteed. If you fail to remember your appointment time than you acknowledge that you will be charged a failed appointment fee of $50.

**Arriving Late**

If you arrive late for your appointment, we will try our best to accommodate you. It isn’t fair to the other

patients, who arrive on time, to keep them waiting . So, you acknowledge that upon arriving late that your appointment may be canceled or rescheduled and you will be charged a $50 failed appointment fee.

**Children Under 18**

We are happy to have children in our office and treat them as patients. However, by law, parents and/or guardians need to be present at all times. If a parent or guardian is not present, than we reserve the right to not treat the patient that day and a $50 failed appointment fee may apply.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sign & Date