

## **Cancellation of appointments policy.**

## New patients to the practice

Patients who are new to the practice will not be able to arrange further appointments if they fail to attend or arrive late for their registration appointment, or any other appointment within their first course of treatment with the dentist.

## Notice Required

Where a patient needs to cancel an appointment, we require a minimum of 48 hours' notice so we are able to offer this appointment to another patient. Anything less than 48 hours and the appointment will be noted as a short notice cancellation. If you need to cancel your appointment on the day this needs to be done before 9:00am or the appointment is noted as missed.

## Short Notice Cancellations

The Practice will allow **two short notice cancellations in a row in a twelve-month period**, any further short notice cancellations and the patient will not be offered any more appointments at the Practice.

The Practice phone lines open at 8:00am. If you are unable to reach us via telephone please email; cancelparkview@outlook.com

If patients have any queries in regards to these policies, please write to Jennah Mcglade with your concerns in writing or via email to <u>info@parkviewdp.co.uk</u>