

Ramsey Dental Spa
116 N Franklin Tpke, Ramsey, NJ 07446
(551) 262-8181

CANCELLED RESERVATION POLICY

If a patient cancels three (3) scheduled reservations without providing the office, a **24hr notice prior to cancellation**, we will unfortunately no longer be able to treat that patient in our office. We will email and/or fax your records to a dentist of your choice. If you need your records mailed, you will be responsible for the cost of printing and mailing. The fee is: \$10 the first page, \$1 each additional page plus the cost of postage.

Insurance companies are now requiring us to notify them of cancelled reservations which may then in turn jeopardize the patient's percentage coverage for routine care and treatment.

Unless your reservation is canceled at least **24 hours in advance**, our policy is to charge **\$50** for missed reservation or same day cancellation in addition to informing your insurance carrier. Please help us serve you better by maintaining your reservation.

Saturday reservations will no longer be reserved after a same-day cancellation or missed.

PATIENT OR RESPONSIBLE PARTY NAME

DATE

SIGNATURE

DATE

Dependent family members also covered by this acknowledgment

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