

**Chip Paluska, D.M.D., PC**  
1211 Liberty St. SE  
Salem, OR 97302  
(503) 362-5019

**Cancellation & Missed Appointment Policy**

We want to thank you for choosing us as your dental health care provider. In order to provide our patients with the best optimal dental care, we request that you follow our guidelines regarding appointment cancellations and missed or no-show appointments. Please remember that we have reserved appointment times especially for you based on dates and times you have chosen with our staff members. We do not schedule appointments without direct involvement by you or by your designated representative, parent or guardian. Therefore, we require **at least 24 hours advance notice** in order to reschedule your appointment without consequences. This will enable us to offer your cancelled appointment to other patients who are available at the time originally held for you or for patients with emergency needs. We understand that some circumstances are unavoidable, and it will be up to the discretion of Dr. Paluska and his staff to determine if a missed appointment will be rescheduled and if a fee will be charged. Repeated missed appointments may lead to a dismissal from our office. Thank you for your consideration of our scheduling policies and for the opportunity to be your dental office choice.

**Missed Appointments (No-Shows) or Appointments cancelled without 24 hours advance notice are subject to a \$50 charge. For families that cancel multiple appointments on the same day, a \$50 fee will be charged for each family member's appointment that is missed or cancelled without 24-hours advance notice.**

Signature \_\_\_\_\_ Date \_\_\_\_\_