



Cancellation Policy/ No Show Policy

116 North Locust Street
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www.ChingDDS.com

1. Cancellation/ No Show Policy for Appointment

We understand that there are times when you must miss an appointment due to emergencies or obligations for work or family. However, when you do not call to cancel an appointment, you may be preventing another patient from getting much needed treatment. Conversely, the situation may arise where another patient fails to cancel and we are unable to schedule you for a visit, due to a seemingly "full" appointment book.

If an appointment is not canceled at least 24 hours in advance you will be charged a fifty dollar (\$50) fee; this will not be covered by your insurance company. Please notify us to cancel your appointment by 2pm the day before your appointment. If you have a Monday appointment please notify us by Thursday at 2pm.

2. Scheduled Appointments

We understand that delays can happen, however we must try to keep the doctors and other patients on time. Please notify us of any changes in your schedule and we will try to accommodate you the best that we can.

3. Account balances

We require that patients with self-pay balances pay their account balances to zero (0) prior to receiving further services by our practice.

Patients who have questions about their bills or who would like to discuss any payment plans can look into applying for Care Credit or ask to speak to our receptionists.

Patients with balances over \$100 must make payment arrangements prior to future appointments being made.

Print Name _____

Signature _____

Date _____

