

Benjamin T. Duval, DDS, LLC

**NO SHOW POLICY/COLLECTION POLICY**

It is the policy of Benjamin T. Duval, DDS, LLC to optimize the use of treatment time by working to ensure that scheduled time blocks are filled by scheduled patients. We understand that situations may arise when you need to cancel your appointment. However, patients who do not provide the office with **at least 24 hours notice of cancellation** will be charged a \$50.00 *"NO SHOW"* fee for missing a confirmed appointment.

Benjamin T. Duval, DDS, LLC reserves the right to discontinue patient care when an established patient misses three (3) confirmed appointments without providing one business day notice of cancellation. Established patients will be notified in writing that a third missed appointment will result in termination of the dentist/patient relationship. When a new patient misses two (2) confirmed appointments, that patient will not be rescheduled. Thank you for your cooperation.

In the event your account is turned over to a third party collection agency for non- payment, there will be a collection fee added to your bill of 35% of remaining balance. This is pursuant to Georgia Statutory Law "O.C.G.A.-13-1-11".

---

Patient Signature

Date