



## Cancellation Policy

**Late Arrivals:** If a patient is more than 10 minutes late for an appointment, the appointment may need to be rescheduled. This is to ensure that the patients who arrive on time do not wait longer than necessary to see the provider. You may be given the option to wait for another appointment time on the same day if one is available. We will try to accommodate late-comers in the best manner possible but cannot compromise on the quality and timely care provided to you or our other patients.

If a patient presents to the office 15 minutes late for a scheduled appointment with our providers, the patient will be asked to reschedule their appointment. If you are a New Patient and you arrive at the scheduled appointment time and not early to complete your forms as instructed and it takes more than 10-15 minutes to complete the forms and the registration process, you may also be asked to reschedule.

**Last Minute Cancellations and Missed Appointments:** We do require a 24-hour notice, this means one full business day on all cancellations. As a courtesy to our patients, we attempt to confirm all appointments. We do recognize that situations arise that are out of your control; however, it is imperative that you contact our office immediately to notify us of your cancellation in a timely manner. Appointments cancelled with less than a 24-hour notice or appointments not kept will be subject to a **\$50.00** fee.

**We do not accept appointment changes or cancelation by email or text, please call the office directly. (907)272-61222**

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

Office Hours: Monday – Thursday 8am-5pm

Closed Friday, Saturday and Sunday

**Dr. Joshua Kennedy, D.M.D**

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