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### Appointment Cancellation/Late Policy

**Please note our cancellation/late policy as outlined below. We ask your cooperation should you need to reschedule your appointment or if you are going to be late for your scheduled appointment.**

If you need to reschedule your appointment:

1. We require a 24-hour notice in the event that you need to reschedule your appointment. This will make the appointment time available to someone else. Our phone number is 910-762-0786.
2. If the office is closed, please leave a message on our answering machine and we will call you to reschedule your appointment.
3. If you miss an appointment without contacting our office or cancel an appointment with less than 24 hours notice, a fee of \$25 will be charged to you.
4. If you accumulate a total of three (3) missed appointments, you may not be rescheduled for future appointments and you may be discharged from the practice.

If you are going to be late for your appointment:

1. If you are less than 15 minutes late for your scheduled appointment, you will be seen as soon as possible. Your office visit may need to be shortened in length or you may have to wait a bit longer to be seen.
2. If you are more than 15 minutes late to your scheduled appointment, your appointment may need to be rescheduled.

If you have any questions regarding this policy, please let our staff know and we will be glad to clarify any questions you may have.

Thank you,  
Morris & Morris Dentistry

I acknowledge that I have read and understand the policy outlined above and, that I will be subject to the policy as outlined above.

Patient Signature: \_\_\_\_\_

Date: \_\_\_\_\_